

**JOB DESCRIPTION**

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| **Post Title**: Qualified Social Worker  |
| **Department**: Communities and Well Being | **Establishment/Post No**:  |
| **Division/Section**: – Adult Safeguarding Team | **Post Grade**: 11 |
| **Location**: Currently at Whittaker street. | **Post Hours**: Full Time |
| **Special Conditions of Service**: * The nature of this post is not always predictable and will require the post holder to work flexibly and outside of normal working hours to meet unplanned service requirements.
* Ability to travel inside and outside the Borough, on occasion transporting customers or colleagues as required in line with corporate care user policy for which expenses will be payable in accordance with the council’s conditions of service.
* Satisfactory DBS disclosure at the enhanced level to be renewed in line with the authority’s timescales.
* To maintain registration and compliance with HCPC.
* Participate in all team arrangements for effectively managing the workflow.
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| **Purpose and Objectives of Post:*** To provide a professional Social Work service to Adults customers across Adult Operations and Mental Health Services as required.
* To promote customers in maintaining choice and control of their lives.
* To consistently demonstrate social work practice in a wide range of tasks and roles and be effective in social work interventions, earning the confidence of others.
* To demonstrate the ability to work effectively in more complex situations, seek support in supervision whilst starting to exercise initiative and evaluate own practice.
* To work any five days out of seven including weekends to meet service needs
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| **Accountable to:** Executive Director of Department of Communities and Well Being  |
| **Immediately Responsible to**: Team Manager/Advanced Practitioner  |
| **Relationships: (Internal and External)*** All staff within the Department and across the Council.
* Pennine Care, Pennine Acute, 3rd Sector and independent organisations, Police, and other statutory organisations.
* Customers and members of the public.
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| **Control of Resources**: * Mobile phones
* ICT equipment
* Other resources delegated to the post holder.
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| **Duties/Responsibilities*** **Professionalism**

**Social workers are members of an internationally recognised profession, a title protected in UK law. Social workers demonstrate professional commitment by taking responsibility for their conduct, practice and learning, with support through supervision. As representatives of the social work profession they safeguard its reputation and are accountable to the professional regulator.** * Be able to explain the role of the social worker in a range of contexts, and uphold the reputation of the profession.
* Make pro active use of supervision to reflect critically on practice, explore different approaches to your work, support your development across the nine capabilities and understand the boundaries of professional accountability.
* Demonstrate professionalism in terms of presentation, demeanour, reliability, honesty and respectfulness.
* Demonstrate workload management skills and develop the ability to prioritise.
* Recognise and balance your own personal/professional boundaries in response to changing and more complex contexts.
* Recognise your own professional limitations, and how to seek advice.
* Identify your learning needs; assume responsibility for improving your practice through appropriate professional development.
* Develop ways to promote wellbeing at work, identifying strategies to protect and promote your own well being and the well being of others.
* Identify and implement strategies for responding appropriately to concerns about practice or procedures, seeking guidance if required.
* To be responsible for your own health and safety and that of customers and/or ca rers by adhering to policies and procedures.
* As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
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| * **Values and Ethics**

**Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making, including through partnership with people who use their services. Social workers are knowledgeable about the value base of their profession, its ethical standards and relevant law.*** Understand and apply the profession’s ethical principles and legislation, taking account of these in reaching decisions.
* Recognise, and manage the impact of your own values on professional practice.
* Recognise and manage conflicting values and ethical dilemmas to arrive at principled decisions.
* Demonstrate respectful partnership work with service users and carers, eliciting and respecting their needs and views, and promoting their participation in decision-making wherever possible.
* Recognise and promote individuals’ rights to autonomy and self-determination.
* Promote and protect the privacy of individuals within and outside their families and networks, recognising the requirements of professional accountability and information sharing.
* **Diversity**

**Social workers understand that diversity characterises and shapes human experience and is critical to the formation of identity. Diversity is multi-dimensional and includes race, disability, class, economic status, age, sexuality, gender and transgender, faith and belief. Social workers appreciate that, as a consequence of difference, a person’s life experience may include oppression, marginalisation and alienation as well as privilege, power and acclaim, and are able to challenge appropriately.** * Identify and take account of the significance of diversity and discrimination on the lives of people, and show application of this understanding in your practice.
* Recognise oppression and discrimination by individuals or organisations and implement appropriate strategies to challenge.
* Identify the impact of the power invested in your role on relationships and your intervention, and be able to adapt your practice accordingly.
* **Rights , Justice and Economic Wellbeing**

**Social workers recognise the fundamental principles of human rights and equality, and that these are protected in national and international law, conventions and policies. They ensure these principles underpin their practice. Social workers understand the importance of using and contributing to case law and applying these rights in their own practice. They understand the effects of oppression, discrimination and poverty.** |
| * Begin to integrate principles of and entitlements to social justice, social inclusion and equality in your analysis and practice, by identifying factors that contribute to inequality and exclusion, and supporting people to pursue options to enhance their well being.
* Address oppression and discrimination applying the law to protect and advance people’s rights, recognising how legislation can constrain or advance these rights.
* Apply in practice principles of human, civil rights and equalities legislation, and manage competing rights, differing needs and perspectives.
* Recognise the impact of poverty and social exclusion and promote enhanced economic status through access to education, work, housing, health services and welfare benefit.
* Empower service users and carers through recognising their rights and enable access where appropriate to independent advocacy.
* **Knowledge**

**Social workers understand psychological, social, cultural, spiritual and physical influences on people; human development throughout the life span and the legal framework for practice. They apply this knowledge in their work with individuals, families and communities. They know and use theories and methods of social work practice.*** Consolidate, develop and demonstrate comprehensive understanding and application of the knowledge gained in your initial training, and knowledge related to your specialist area of practice, including critical awareness of current issues and new evidence-based practice research.
* Demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that inform and mandate social work practice. Apply legal reasoning, using professional legal expertise and advice appropriately, recognising where scope for professional judgement exists.
* Demonstrate and apply to practice a working knowledge of human growth and development throughout the life course.
* Recognise the short and long term impact of psychological, socio-economic, environmental and physiological factors on people’s lives, taking into account age and development, and how this informs practice.
* Recognise how systemic approaches can be used to understand the person-in-the-environment and inform your practice.
* Acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience.
* Understand forms of harm and their impact on people, and the implications for practice, drawing on concepts of strength, resilience, vulnerability, risk and resistance, and apply to practice.
* Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them.
* Demonstrate a critical understanding of social welfare policy, its evolution, implementation and impact on people, social work, other professions, and inter-agency working.
* Recognise the contribution, and begin to make use, of research to inform practice
* Demonstrate a critical understanding of research methods.
* Value and take account of the expertise of service users, carers and professionals.
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| * **Critical reflection and analysis**

**Social workers are knowledgeable about and apply the principles of critical thinking and reasoned discernment. They identify, distinguish, evaluate and integrate multiple sources of knowledge and evidence. These include practice evidence, their own practice experience, service user and carer experience together with research-based, organisational, policy and legal knowledge. They use critical thinking augmented by creativity and curiosity.*** Show creativity in tackling and solving problems, by considering a range of options to solve dilemmas.
* Use reflective practice techniques to evaluate and critically analyse information, gained from a variety of sources, to construct and test hypotheses and make explicit evidence-informed decisions.
* **Intervention and Skills**

**Social workers engage with individuals, families, groups and communities, working alongside people to assess and intervene. They enable effective relationships and are effective communicators, using appropriate skills. Using their professional judgement, they employ a range of interventions: promoting independence, providing support and protection, taking preventative action and ensuring safety whilst balancing rights and risks. They understand and take account of differentials in power, and are able to use authority appropriately. They evaluate their own practice and the outcomes for those they work with.*** Use a range of methods to engage and communicate effectively with service users, eliciting the needs, wishes and feelings of all those involved, taking account of situations where these are not explicitly expressed.
* Demonstrate clear communication of evidence-based professional reasoning, judgements and decisions, to professional and non-professional audiences.
* Build and use effective relationships with a wide range of people, networks, communities and professionals to improve outcomes, showing an ability to manage resistance.
* Use appropriate assessment frameworks, applying information gathering skills to make and contribute to assessments, whilst continuing to build relationships and offer support.
* Select, use and review appropriate and timely social work interventions, informed by evidence of their effectiveness, that are best suited to the service user(s), family, carer, setting and self.
* Use a planned and structured approach, informed by social work methods, models and tools, to promote positive change and independence and to prevent harm.
* Recognise how the development of community resources, groups and networks enhance outcomes for individuals.
* Record information in a timely, respectful and accurate manner. Write records and reports, for a variety of purposes with language suited to function, using information management systems. Distinguish fact from opinion, and record conflicting views and perspectives.
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| * Share information consistently in ways that meet legal, ethical and agency requirements.
* Recognise complexity, multiple factors, changing circumstances and uncertainty in people’s lives, be able to prioritise your intervention.
* Use authority appropriately in your role.
* Demonstrate understanding of and respond to risk factors in your practice. Contribute to the assessment and management of risk, including strategies for reducing risk, distinguishing levels of risk for different situations.
* Demonstrate application of principles and practice for safeguarding adults and children including consideration of potential abuse.
* Apply strategies that aim to reduce and prevent harm and abuse.
* **Contexts and organisations**

**Social workers are informed about and pro-actively responsive to the challenges and opportunities that come with changing social contexts and constructs. They fulfil this responsibility in accordance with their professional values and ethics, both as individual professionals and as members of the organisation in which they work. They collaborate, inform and are informed by their work with others, inter-professionally and with communities.*** Taking account of legal, operational and policy contexts, proactively engage with your own organisation and contribute to its evaluation and development.
* Proactively engage with colleagues, and a range of organisations to identify, assess, plan and support to the needs of service users and communities.
* Understand legal obligations, structures and behaviours within organisations and how these impact on policy, procedure and practice.
* Be able to work within an organisation’s remit and contribute to its evaluation and development.
* Understand and respect the role of others within the organisation and work effectively with them.
* Work effectively as a member of a team, demonstrating the ability to develop and maintain appropriate professional and inter-professional relationships, managing challenge and conflict with support.
* **Professional leadership**

**The social work profession evolves through the contribution of its members in activities such as practice research, supervision, assessment of practice, teaching and management. An individual’s contribution will gain influence when undertaken as part of a learning, practice-focused organisation. Learning may be facilitated with a wide range of people including social work colleagues, service users and carers, volunteers, foster carers and other professionals.*** Show the capacity for leading practice through the manner in which you conduct your professional role, your contribution to supervision and to team meetings.
* Take steps to enable the learning and development of others.
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 **Communities and WellBeing**

**Person Specification**

**Social Worker**

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Possession of a recognised Social Work qualification (SW degree, DipSW, CQS,CSS or equivalent). | X |  |
| Possession of a post qualifying award (AMHP, ASYE etc) |  | X |
| Satisfactory disclosure at appropriate level with the Disclosure and Barring Council. | X |  |
| Registration with or application to register with the Health and Care Professions Council. | X |  |
| Understanding of health and social care legislation, guidance and policy. | X |  |
| An understanding of the social care issues affecting adults (health, mental health, ageing process, carers issues etc). | X |  |
| Ability to communicate complex information clearly and concisely both verbally and in written form to a range of different audiences. | X |  |
| Ability to liaise effectively with relevant individuals, e.g., families, carers and working as part of a multidisciplinary team. | X |  |
| Ability to maintain accurate records and use IT systems. | X |  |
| Commitment to continuous self development, positive professional attitude to change, and commitment to compliance with the ASYE program. | X |  |
| Knowledge of community resources. |  | X |
| Experience of writing reports and ability to analyse relevant factual information. | X |  |
| Knowledge and understanding of safeguarding vulnerable adults. | X |  |
| Ability to undertake comprehensive assessments, apply critical reflection and analysis prior to action planning. | X |  |
| Ability to determine priorities and meet deadlines. | X |  |
| To work in an anti-discriminatory manor which promotes dignity and respect to customers and key stakeholders. | X |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT****METHOD** | **CRITERIA** |
| Test | Understanding of health and social care legislation, guidance and policy. |
| Test | Ability to communicate complex information clearly and concisely both verbally and in written form to a range of different audiences. |
| Test | Ability to maintain accurate records and use IT systems. |
| Interview | Negotiation skills to deal with conflict. |
| Interview | Ability to develop effective working relationships with services, colleagues, partners and other agency personnel. |
| Interview | Demonstrate the ability to manage, support and maintain the use of technology systems and soft wear. |
| Interview | Ability to work as part of a team and contribute to team development. |
| Interview | To work in an anti-discriminatory manor which promotes dignity and respect to customers and key stakeholders. |