

**JOB DESCRIPTION**

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| **Post Title**: Experienced Social Worker  |
| **Department**: Communities and Well Being | **Establishment/Post No**: Community Mental Health Team |
| **Division/Section**: Adult Operations and Mental Health  | **Post Grade**: 12 |
| **Location**: Humphrey House Bury | **Post Hours**: 37/part time according to vacancy |
| **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 accordance 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 services to Adults customers across Adult Operations and/or Mental Health Services as required.
* To promote customers in maintaining choice and control of their lives.
* To manage a complex caseload, demonstrate expert and effective social work practice, assess and manage high levels of risk whilst striking a balance between support and control in order to protect people from harm.
* To chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports.
* Model good social work practice and start to take responsibility and be accountable for the practice of others, mentoring newly qualified social workers and supervising the work of junior staff with management oversight
* 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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| **Accountable to:** Executive Director of Department of Communities and Well Being  |
| **Immediately Responsible to**: Operations Manager/ Team Manager |
| **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**1. **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.*** Model the Social Work role, set expectations for others and contribute to the public face of the organisation.
* Expect appropriate professional supervision that covers practice, organisational and management aspects of the role, applying critical reflection throughout.
* Model and help other to demonstrate professionalism.
* Model and help others with effective workload management skills.
* Maintain awareness of own professional limitations and knowledge gaps. Establish a network of internal and external colleagues form whom to seek advice and expertise.
* Contribute to the learning environment for self, team and colleagues (*Practice Educator Stage 2*)
* Recognise and seek ways to promote well being for team and colleagues
* To be responsible for your own health and safety and that of customers and/or carers by adhering to policies and procedures .
1. **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.*** Demonstrate confident and critical application of professional ethical principles to decision making and practice, supporting others to do so using a legal and human rights framework.
* Model and support others to reflect on and manage the influence and impact of own values on professional practice.
* Provide guidance and support to colleagues and team members to analyse, reflect on and work with ethical dilemmas.
* Demonstrate confident understanding of the benefits and limitations of partnership work, support others to do so, and promote customer participation in developing service delivery.
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| * Promote and advance wherever possible individual’s rights to autonomy and self-determination, providing support, guidance and challenge to others.
* Demonstrate skills and understanding and its application to practice in respect to information sharing, in complex or risky situations, offering support and guidance to colleagues in managing such dilemmas.
1. **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.*** Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice
* Support others to recognise and challenge discrimination of all forms to comply with the law.
* Demonstrate and model the effective use of power and authority, whilst recognising and providing guidance to others as to how it may be used oppressively.
1. **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.*** Demonstrate ability to interpret and use current legislation and guidance to protect and/or advance people’s rights and entitlements, balancing use of different legislation to achieve the best outcomes; support colleagues (both inside and outside the organisation) to do so.
* Be able to communicate legislative issues to other professionals and agencies.
* Model best practice in applying human rights, providing support to others and where required.
* Enable and support people to consider and pursue a range of options that may enhance economic status including independent advocacy and right to appeal a decision.
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| 1. **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.*** Develop knowledge in one or more specialist areas of your practice.
* Demonstrate knowledge and application of appropriate legal and Social Work policy frameworks and guidance that inform Social Work practice.
* 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.
* Acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience.
* Understand forms of harm, their impact on people and implications for practice
* Demonstrate a critical understanding of research methods and how this informs or can be applied to practice.
* Value and take account of the expertise of customers and other professionals.
1. **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.*** Model critical reflection and evidence based decision making, and support others in developing these.
* Provide professional opinion, giving the rationale and knowledge base.
1. **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.** |
| * Consistently demonstrate excellent communication skills, adapting to meet the needs of the audience.
* Sustain positive engagement with people and be able to gather information quickly for interventions including crises, in fluctuating circumstances and capacities with people and families in complex need.
* Use assessment procedures appropriately.
* Demonstrate capability to utilise a range of frameworks for assessment, intervention and reviews.
* Actively research and support local community groups and networks, including professional ones that customers can be sign posted to.
* Positively contribute to management of changing circumstances within the work place.
* Recognise and appropriately manage the authority inherent within your position.
* Anticipate, assess and manage risk, including in more complex cases, and support others to develop risk management skills.
* Undertake assessment and planning in safeguarding in more complex cases, and help others with safeguarding skills.
1. **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.*** Keep abreast of changing contexts at national and local level, changing roles in the organisation and take account of these in practice.
* Engage positively with and contribute to organisational development.
* Identify the need for the development of specialist roles and their contribution to team learning.
* Model and encourage positive working relationships in the team, promoting strategies for collaboration and a supportive team culture.
* Maintain and develop liaison across agencies at a more senior level.
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| 1. **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*** Undertake practice educator stage 2 award and maintain currency by taking a student social worker every 2 years.
* Assess and manage the work of social work students and following achieving stage 2 Practice Educator assess and support newly qualified social workers undertaking the ASYE programme with support from the Professional Social Work Educator.
* Provide mentorship to colleagues as the organisation determines. Support others to manage and prioritise work.
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**ADULT CARE SERVICES**

**PERSON SPECIFICATION**

**EXPERIENCED 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, and positive professional attitude to change | 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 |  |
| To work in an anti-discriminatory manner which promotes dignity and respect to customers and key stakeholders | X |  |
| Ability and experience to take a lead on behalf of the Local Authority in safeguarding adults procedures | X |  |
| Ability and experience in to take the lead on behalf of the Local Authority and represent the clients best interest in Continuing Health Care meetings | X |  |
| To hold or undertake Practice Educator training to stage 2 and act as Practice Educator to students on placement every 2 years | X |  |
| To hold or work towards Best Interest Assessor award where appropriate |  | X |
| To hold or work towards the AMHP award where appropriate |  | X |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

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

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| **ASSESSMENT****METHOD** | **CRITERIA** |
| Interview | An understanding of the social care issues affecting adults (health, mental health, ageing process, carers issues etc) |
| Interview | Knowledge and understanding of safeguarding vulnerable adults |
| Interview | Negotiation skills to deal with conflict |
| Interview | Ability to develop effective working relationships with services, colleagues, partners and other agency personnel |
| Interview | Ability to liaise effectively with relevant individuals, e.g., families, carers and working as part of a multidisciplinary team |
| Interview | Demonstrate the ability to manage, support and maintain the use of technology systems and soft wear |
| Interview | Ability to undertake comprehensive assessments, apply critical reflection and analysis prior to action planning |
| Interview | Ability to work as part of a team and contribute to team development |
| Interview | Ability to determine priorities and meet deadlines |
| Interview | To work in an anti-discriminatory manner which promotes dignity and respect to customers and key stakeholders |
| Interview | Ability and experience in to take the lead on behalf of the Local Authority and represent the clients best interest in Continuing Health Care meetings |
| Interview | To support the team manager with the induction of new employees to the service |
| Interview | To undertake continuous professional development in accordance with HCPC standards |
| Test | Understanding of health and social care legislation, guidance and policy |
| Test | Ability to maintain accurate records and use IT systems |
| Test | Ability to communicate complex information clearly and concisely both verbally and in written form to a range of different audiences |
| Test | Ability and experience to take a lead on behalf of the Local Authority in safeguarding adults procedures |