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| **Department** | | **Department of people** |
| **Job Title** | | **social worker** |
| **Grade** | | **grade 8 Social worker**  **Grade 9 Social WORKER (progression)** |
| **Primary Purpose of the Job** | | To assist the Adults Social Care Team to do everything possible to ensure the service fulfils its primary purpose both effectively and efficiently.  Grade 9 - This role will provide additional expertise for the team undertaking the most complex casework as well as supporting critical decision making and development of practice. |
| **Responsible to** | | Team Manager/Deputy Team Manager |
| **Responsible for** | | Assessment and developing and arranging appropriate packages of care/services for service users, their families and carers, and providing professional support. |
| **Principal Responsibilities** | | Provision of social work and case management support to service users, their carers and families.  Grade 9 - To provide consultative and supportive function to the social care staff within the team, to ensure they deliver the highest standard of services and the management of a complex caseload. |
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| **Main Duties** | | |
| 1.  2. | To undertake social work functions in accordance with legislation, policies, procedures and best practice to deliver services effectively.  Offer advice, information and support to individuals and carers. | |
| 3. | Work with individual families, carers, groups and communities to help them make informed decisions. | |
| 4. | Assess needs and consider a range of options to recommend a course of action. | |
| 5.  6. | Respond to crisis situations within the legislative framework.  To adhere to policy, procedures and best practice and ensure that Adults are kept safe and adhere to adults safeguarding policy, practice and legislation as required. | |
| 7. | Work with individuals, families, carers, groups, communities and professionals to achieve change and developments to improve life opportunities. | |
| 8. | Prepare, produce, implement and evaluate plans with individuals, families, carers, groups, communities and professional colleagues to meet needs and manage risks. | |
| 9. | Work with groups to promote individual growth, development and independence using an asset based approach | |
| 10. | Address behaviour, which presents a risk to individuals, families, carers, groups and communities. | |
| 11. | Advocate with, and on behalf of, individuals, families, carers, groups and communities. | |
| 12. | Prepare for, and participate in decision-making forums. | |
| 13. | Assess, minimise and manage risks to individuals, families, carers, groups and communities including self and colleagues. | |
| 14. | Manage and be accountable for your own work, ensuring all records and plans as up to date and clear on the appropriate systems. | |
| 15. | Contribute to the management of resources and services. | |
| 16. | Manage, present and share records and reports that are factual and contemporaneous. | |
| 17. | Work within multi-disciplinary and multi-organisational teams, networks and systems. | |
| 18. | Research, analyse, evaluate and use current knowledge and contribute to the promotion of best social work practice. | |
| 19. | Work within agreed standards of social work practice and ensure own professional development. | |
| 20. | Manage complex ethical issues, dilemmas and conflicts. | |
| 21. | Organise and maintain the effective use of information technology systems and software | |
| 22. | **Customer Care -** To continually review, develop and improve systems, processes and services in support of the council’s pursuit of excellence in service delivery. To recognise the value of its people as a resource. | |
| 23. | **Promoting equality and diversity -** To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities. | |
| 24. | **Developing Self and Others** - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development. | |
| 25.  26  27  28  29  30  31  32  33 | **Responding to Civil Contingencies -** Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.  N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account.  **Grade 9 - Additional Duties**  Take a lead role in professional development and service continuous improvement.  To set expectations for others, modelling the role of social work to the highest professional standards.  To lead by example, helping others in the team to manage their workload in more challenging circumstances.  To prepare for, facilitate, chair and participate in the resolution of complaints, safeguarding investigations and decision-making forums  To support others to recognise and challenge discrimination, through critical reflective practice.  To take the responsibility for the professional learning and development of others, through mentoring and support of the team.  To support the manager to mentor the work of the team of social workers, students and ASYE  To provide mentoring support through undertaking a lead role in safeguarding, in assessing mental capacity and best interest decisions.  4 | |

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| **Date Job Description ~~prepared~~/updated** | June 2017 |
| **Job Description prepared by** | Alison Smith/ Caroline Wheeler |



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| **Department** | **PeoplE** |
| **Job Title** | **GrAde 8 social worker**  **Grade 9 – Social worker progression depending on experience and qualifications** |

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| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |

| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | **Method of Assessment** |
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| **1.** | **Skills and Knowledge** | | | |
| 1. | To be able to review, evaluate and liaise with others to identify the best form of initial contact and involvement | | | Application/Interview |
| 2. | Demonstrate ability to work with service users to ensure they can make informed decisions about their needs in accordance with statutory frameworks/local policies. | | | Application/Interview/Written Test |
| 3. | Ability to identify and assess need, options and urgency of situation, and to plan and implement action to meet this. | | | Application/Interview/Written Test |
| 4. | Develop, maintain and review professional relationships with service users to avoid crisis situations, achieve change and improve life opportunities | | | Application/Interview |
| 5. | Ability to assist or advocate for service users to represent their needs, views and circumstances | | | Application/Interview |
| 6. | Prepare reports and documents for decision-making forums, and work with service users to help them understand the procedures, outcomes, and to be involved in decision-making forums. | | | Application/Interview |
| 7. | Identify, assess and manage risk to service users whilst balancing their rights and responsibilities. | | | Application/Interview |
| 8. | To be able to manage, prioritise and monitor own work, based on social work practice and the use of professional managerial supervision to improve your practice. | | | Interview |
| 9. | To be able to contribute to monitoring the effectiveness and quality of commissioned services. | | | Interview |
| 10. | To be able to maintain accurate, complete, accessible and up-to-date records and reports which meet legal and policy frameworks, using appropriate Information Technology, systems and software. | | | Interview |
| 11. | Ability to work effectively within a multi-disciplinary team and systems. | | | Interview/Application |
| 12. | Ability to review and update your own knowledge of legal, policy and procedural frameworks and social work models and methods, to develop and improve your own practice and contribute to team development. | | | Interview |
| 13. | To be able to work within the principles and values underpinning social work practice and take action to ensure own professional development. | | | Interview/Application |
| 14. | **Promoting equality and diversity –** Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage in the borough. Listen to contributions made to service development without prejudice. Challenge behaviours and processes which do not support the council’s work to eliminate discrimination; advance equality of opportunity; and foster good relations, while being prepared to accept feedback about own behaviour. | | | Application Form/Interview |
| 15. | Customer Care - Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users | | | Application Form/Interview |
| 16. | Developing Self and Others - Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example | | | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** | | | | |
| 1. | | CQSW/DIPSW/SW Degree or equivalent. | Certificate/Application. | |
| 2 | | HCPC registered | Certifcate/ Application form | |
| 3 | | Experience of work in social care. | Application/Interview | |
| 4 | | For Grade 9 progression 2 years experience and completion of continuing professional development pathway | Certificate/ Application form/ Assessment review | |
| **3. Work Related Circumstances** | | | | |
| 1. | | This post has been designated an essential car user post. Applicants should have a full current driving licence and access to transport. | Application/Interview | |
| 2. | | Bolton Council is a Smoke-free Employer | Interview | |
| 3. | | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time. | Interview | |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |

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| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
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| **2. Experience/Qualifications/Training etc** | | | |
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| Note to Applicants**: Please try to show in your application form, how best you meet these requirements** |

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| **Date Person Specification updated : July 2016** | June 2017 |
| **Person Specification prepared by:**  **Alison Smith / Caroline Wheeler** | AS/CW |