

Part A: Key Requirements

Job Title	SOCIAL WORKER / SENIOR SOCIAL WORKER
Department	Adult Social Care
Job Family	Health and Social Care, People Care and Support Direct Provision - Level 5
1. PURPOSE OF THE JOB	
<p>Working with individuals, carers and families, often in difficult social circumstances, the Social Worker will conduct complex assessments, safeguarding investigations and reviews in line with departmental policy and procedures ensuring that the Council meets its statutory obligations as per National Guidance and Standards</p> <p>As a member of a multi-disciplinary, multi-professional team the Social Worker will effectively manage an agreed caseload of complex cases in accordance with Blackburn with Darwen Borough Council Policies and statutory legislation including assessing and establishing needs and identifying options / solutions or signposting to colleagues other services to meet those needs</p> <p>KSS Adults – 2, 4, 6, 7, 9 KSS Children and Families – 1, 6, 10</p>	
2. MAIN AREAS OF RESPONSIBILITY	
Information / Advice	<p>Respond to complex referrals, request for service or advice particularly noting details with regard to safeguarding / risk issues and use decision making processes to identify and plan appropriate social work, social care interventions or direct through identified alternative pathways</p> <p>Provide information support, guidance, advice and services to adults / children, young people, carers and their families and to ensure that issues of concern are addressed appropriately and in a polite, professional and timely manner</p> <p><i>KSS Adults – 3, 4, 6, 7</i> <i>KSS Children and Families - 2, 7</i></p>
Assessment	<p>Undertake complex assessments including multiagency, multi-professional, Risk assessment, Best Interest assessment, Mental Health Act / AMHP assessment and / or other as appropriate to service / job role and legislative and policy guidance and requirements for service area</p> <p>Analyse and manage risk in social work, social care practice for self and team</p> <p><i>KSS Adults - 6</i> <i>KSS Children and Families – 1, 7, 8</i></p>
Planning	<p>Prepare accurate planning documents as required for assessment or care planning for presentation to decision making bodies, panels</p> <p>Lead advanced care / support / action planning activity ensuring that the views of the individual, carers and families are central to the process, underpinned by a strength / asset based approach</p> <p><i>KSS Adults – 3, 6, 7</i> <i>KSS Children and Families - 2, 6</i></p>

Part A: Key Requirements

Provide / Deliver	<p>Produce an appropriate intervention plan /package making formal referral for services or signpost to colleagues in wider services</p> <p>Work in different settings including individuals / family homes / hospital wards / clinical meetings/ multi-disciplinary team meetings / care providers / other as required</p> <p>Fully explore and maximize the use of alternative solutions including telecare, telehealth and work with colleagues across the social care workforce to ensure an appropriate and joined up response</p> <p><i>KSS Adults – 6, 7</i> <i>KSS Children and Families – 1, 2, 7</i></p>
Recording / Presenting information	<p>Accurately record and input casework data into recording systems to meet critical departmental performance indicators, maximising the effective use of technology</p> <p>Prepare written reports for meetings, case conferences, court and relevant tribunals and effectively present a verbal overview as required</p> <p>Prepare and deliver presentations of information, research or updates to a range of audiences</p> <p><i>KSS Adults - 2</i> <i>KSS Children and Families - 10</i></p>
Review	<p>Ensure that reviews of assessed services , including carers assessments and complex packages of care are undertaken following Blackburn with Darwen Borough Council process</p> <p>Support colleagues as required with preparing and sharing information to assist review process</p> <p><i>KSS Adults – 6</i> <i>KSS Children and Families - 7</i></p>
People management / Supervision	<p>Formally support and supervise students / newly qualified workers and other work experience trainees as required</p> <p>Assist the Team Manager with supporting team members and deputise in the absence of the Team Manager as required</p> <p>Chair multi-disciplinary team and other meetings as required</p> <p><i>KSS Adults – 2, 10</i> <i>KSS Children and Families – 9, 10</i></p>
Resources - Budgets - Building - Equipment	<p>Responsible for researching and costing options and accurately preparing budget information as part of plans to meet assessed needs within resource</p> <p>Responsible for own work area and equipment</p> <p><i>KSS Adults - 2</i> <i>KSS Children and Families – 10</i></p>
General	<p><u>One Workforce</u></p> <p><i>To be one workforce made up of different services who have a collaborative culture of shared values and principles</i></p> <p>Work with colleagues across the Social Care workforce including multi-professional, multi-agency teams, individuals, and statutory, voluntary and private agencies to</p>

Part A: Key Requirements

	<p>achieve and enhance best practice outcomes through a joined up approach</p> <p><i>KSS Adults – 2, 9, 10</i> <i>KSS Children and Families – 1, 10</i></p>
	<p><u>Person Centered Practice</u></p> <p>Respond to all contacts with high level communication skills including listening, reflection and politeness with acknowledgement of the individual's situation</p> <p>Ensure that views of the adult / child, young person, carer and families are sought and included in all assessment, service planning processes</p> <p>Enable adults / children, young people, carers and their families to retain / achieve independence as far as possible and to empower them in the control of their own lives using person centered planning and strength based approach</p> <p><i>KSS Adults – 3, 7, 8</i> <i>KSS Children and Families – 1, 2, 3, 4, 5, 8</i></p>
	<p><u>Safeguarding</u></p> <p>Identify risk and safeguarding for those who are vulnerable using escalation routes when risk is identified</p> <p>Develop and improve services by identifying issues and risks to service delivery or the safeguarding of adults / children, young people and their families and ensure that the Team Manager is aware of high risk issues</p> <p><i>KSS Adults – 4, 5, 8</i> <i>KSS Children and Families – 4, 5, 9</i></p>
	<p><u>Risk</u></p> <p>Ensure compliance with all statutory requirements particularly in relation to risk management, safety and resilience using escalation routes when risk is identified</p> <p>Understand and adhere to lone working procedures</p> <p><i>KSS Adults – 2, 5, 8</i> <i>KSS Children and Families – 7, 8</i></p>
	<p><u>Legislation</u></p> <p>Have and maintain a thorough understanding of and compliance with relevant legislative, policy and procedural guidance, codes of practice and departmental policies and procedures</p> <p><i>KSS Adults – 2, 9, 10</i> <i>KSS Children and Families – 8, 10</i></p>
	<p><u>Change / Innovation</u></p> <p>Engage appropriately with relevant change programmes and proactively drive innovation and continuous improvement to achieve best value and positive / effective outcomes for Citizens</p> <p><i>KSS Adults – 2, 10</i> <i>KSS Children and Families – 1</i></p>

Part A: Key Requirements

	<p><u>Continuing Professional Development</u></p> <p>Actively participate in and reflect on practice through supervisions, appraisal, team meetings and development opportunities</p> <p>Develop and deliver continuing professional development to improve skills, practice and knowledge to meet regulatory body and Blackburn with Darwen Borough Council requirements</p> <p>Take personal responsibility for appropriate continuing professional development to support social work practice</p> <p><i>KSS Adults – 8</i> <i>KSS Children and Families - 9</i></p>
<p>3. KNOWLEDGE, SKILLS & ABILITIES <i>Including any specific ESSENTIAL qualifications needed.</i></p>	
<p>Knowledge Skills & Abilities to undertake key requirements of the role as above</p> <p>Social Work qualification plus practical experience in a relevant area, with a clear understanding of the principles and concepts of their professional field and the applicable standards and regulations</p> <p>Able to demonstrate the high level of knowledge and skills required to:</p> <ul style="list-style-type: none"> * Support the Council's vision and corporate objectives * Effectively manage the significant day to day challenges of the role * Achieve continuous improvement in performance, encouraging innovation and appropriate challenges to the status quo * Ensure a strong customer focus with clear emphasis on the importance of relationships with people who use services <p>Highly developed interpersonal skills, and ability to focus on enabling the highest practice standard</p> <p>Able to provide a clear sense of direction and take ownership of planned objectives, delegating successfully when required</p> <p>Able to react to immediate problems of a highly complex nature with associated risk factors and deliver immediate solutions sometimes under extreme pressure.</p> <p>Able to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce a logical, practical and acceptable solutions. demonstrating sound judgement in escalating issues where necessary</p>	

Part A: Key Requirements

Note:

These key requirements outline the specific requirements of the post and must be read in conjunction with the Contract of Employment; Health and Social Care Profile – Direct Provision Level 5 ; the Council’s Behaviour Framework and any requirements of the Council / Regulatory body or other local /national requirements

<u>Mandatory Qualifications / Development</u>	
Social Work qualification Registration with social work regulatory body	All Social Workers (Essential for post)
Assessed and Supported Year in Employment (ASYE)	Newly qualified social workers (ASYE to be completed by the end of the first year in employment)
Approved Mental Health Professional (AMHP)	Mental Health Social Workers (AMHP training to be commenced 2 years post qualification)
Programme of mandatory and continuing development activity as outlined by Council process, National directives and Departmental requirements	All Social Workers (Development areas to be identified via Personal Development Planning)

Knowledge and Skills Statements (KSS)

KSS Adults

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411957/KSS.pdf

Knowledge and Skills Statements for Social Workers in Adult Services, Department of Health, March 2015

KSS Children and Families

<https://www.gov.uk/government/publications/knowledge-and-skills-statements-for-child-and-family-social-work>

Knowledge and Skills Statements for Approved Child and Family Practitioner, Department of Education, November 2014