

# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	ADULT CARE & SUPPORT SERVICES
<b>SECTION:</b>	Integrated Neighbourhood Service
<b>LOCATION:</b>	Locality Based in Rochdale, Middleton & Heywood
<b>JOB TITLE:</b>	Social Worker
<b>POST NUMBER:</b>	
<b>Grade:</b>	Grade 7
<b>Accountable to:</b>	Team Manager
<b>Accountable for:</b>	Not Applicable
<b>Hours of Duty:</b>	37 hours per week in accordance with the Service's Work Life Balance Scheme.
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>Appointment to this post is subject to enhanced Disclosure and Barring Service including a barred list check against the adult workforce.</p> <p>The postholder will be expected to undertake a certain amount of travelling in the course of his/her duties for which a casual car user allowance will be paid</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> <p>In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with members of the public and provide advice in accurate spoken English.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## ORGANISATIONAL CHART



## PURPOSE AND OBJECTIVES OF THE JOB

### Grades 7 Social Workers

Responsible for:-

Ensuring that older people and younger adults with a disability or vulnerability, eligible for social care receive both an assessment and any subsequent support necessary to meet their identified social care needs. The main tasks are:

- Undertaking direct work with adults, older people, and their families and carers, using a strength based approach to assess for eligible social care needs, whilst problem solving and completing appropriate risk assessments to ensure a safeguarding approach is taken.
- To ensure that people are discharged from hospital in a timely fashion and that they and their carers receive services for which they are eligible (this will be a core role for some social work staff).
- Designing a creative support plan based on an individual's assessed eligible needs and indicative budget, ensuring that universal services and natural support are considered.
- Encouraging the use of direct payments for individuals to purchase their own care and provide or signpost the relevant support necessary.
- Utilising the support planning process to negotiate, problem solve and promote input from informal and formal community networks to ensure personal budgets achieve service user outcomes and maximise independent living and well-being.
- Undertake the review/re-assessment of individual needs, instigating the calculation of a revised indicative budget if needs have changed.
- Ensuring that the principles of the Care Act 2014 and the Mental Capacity Act 2005 are acted upon, in line with the Social Work Standards of Proficiency, as outlined by Social Work England.
- Establishing and developing effective collaborative working relationships with other Council services, other statutory agencies, independent and third sector providers.

- Identifying and ensuring the appropriate response to individuals who are vulnerable and appear to be at risk of significant harm – keeping people safe (bearing in mind the right to self-determination for those with capacity)
- Undertake mental capacity assessments, in line with the principles of the Mental Capacity Act 2005 and ensuring the best interests of individuals are met.
- Ensuring commitment to the Professional Capabilities Framework and continuous professional development, as outlined the Social Work England.

### **Grade 8 - Experienced Social Worker**

In addition to the Grade 7 responsibilities as listed above, an Experienced Social Worker (grade 8) should demonstrate the following;

- As outlined within the Professional Capability Framework, an Experienced Social Worker will be more autonomous in their role with an ability to demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control and liaising with a wide range of professionals, including more senior levels.
- There is an expectation for experienced Social Workers to manage complex caseloads, offering skilled opinion to colleagues both within and outside the organisation to inform complex and holistic person centred assessments. They will be expected to chair a wide range of meetings and conferences, offering expert support, and producing high quality assessments and reports.
- They model good practice, setting expectations for others, taking responsibility and accountability for the practice of others, mentoring newly qualified social workers, supervising and supporting unqualified staff members with decision making and risk assessing.
- Experienced Social Workers will be expected to either hold or be willing to work towards a qualification as a Best Interest Assessor and a Practice Educator, which will be used as part of the Experienced Social Work role.

All Social Work tasks as listed (grade 7 & 8) can be demonstrated by evidencing practice against the nine domains of the Professional Capability Framework, which are as follows;

1. Professionalism – Identify and behave as a professional social worker, committed to professional development
2. Values and Ethics – Apply social work ethical principles and values to guide professional practice.
3. Diversity – Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice.
4. Rights, Justice and Economic Wellbeing – Advance human rights and promote social justice and economic wellbeing.
5. Knowledge – Apply knowledge of social sciences, law and social work practice theory

6. Critical Reflections and Analysis – Apply critical reflection and analysis to inform and provide a rationale for professional decision-making.
7. Intervention and Skills – Use judgement and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.
8. Contexts and Organisations – Engage with, inform, and adapt to changing contexts that shape practice. Operate effectively within own organisational frameworks and contribute to the developments of services and organisations. Operate effectively within multi-agency and inter-professional settings.
9. Professional Leadership - Recognise how own learning, behaviour and ideas can influence and benefit others.

## **Control of Resources**

### **Personnel**

To be responsible for managing and motivating of self both as an individual and as a member of the service.

### **Financial**

Social Work staff as micro commissioners of services on behalf of individuals must be mindful of the responsibility to minimise the use of resources consistent with meeting identified needs. They must seek appropriate authorisation to commit resources in accordance with local protocol and management direction

### **Premises, Equipment and Materials**

To ensure effective and appropriate use and security of information systems relevant to the post including software and ICT equipment.

To ensure the efficient and effective use of premises, furniture, equipment and consumable goods used in relation to the work of the post holder.

### **Data and Information Security**

Responsible for management and security of data for areas of responsibility.

### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

### **Equality and Diversity**

To work in accordance with the Council's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

### **Relationships (Internal and External)**

Internal:        Staff within the Service  
                      Staff of other Services

External:       Other key stakeholders

## **Responsibilities**

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Work in accordance with the Health and Care Professions Council standards of proficiency

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

## **Principal Duties**

1. To ensure that the Council's duties under the relevant legislation are discharged in accordance with Council policy in relation to individual service users and carers.
2. To undertake community care assessments, re-assessments and reviews of individuals and their carers whose needs may be complex and require subsequent support planning and oversight
3. To ensure that case records are maintained, and reports produced, in accordance with statutory requirements and departmental and inter-agency policies and procedures.
4. To provide individuals and carers with information about services, charges and benefits to enable them to make choices and participate in any office duty systems that may be necessary to maintain responsive and timely service response.
5. To identify those individuals at risk and to determine an appropriate method of intervention to keep people safe. Undertaking safeguarding enquiries following concerns and contributing to subsequent multi-agency interventions as necessary.
6. To convene and attend liaison meetings and multi-disciplinary meetings involving other agencies to ensure that an individual's needs are properly identified and that appropriate support is provided.
7. As a team member to assist Team Managers in:-
  - Establishing and developing collaborative working relationships with the staff of local NHS organisations, other appropriate organisations and representatives of service users and carers, to ensure that local health and social care services are developed in accordance with the principles of person centred care and strength based approaches.
  - Contributing to the development of social care services for all adults and to ensure their effective integration with other services provided by the service, the Council and other agencies
  - Encouraging and maximising independence, choice and control, utilising strengths based approaches to practice.
8. To ensure that individuals interested in employment and education opportunities receive the necessary advice, support and guidance in order to ensure successful outcomes.

## **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	_____	Date	_____
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

<b>Rochdale Borough Council Person Specification</b>
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<b>Service :</b>	<b>Adult Social Care</b>	<b>Post:</b>	<b>Social Worker</b>
<b>Section :</b>		<b>Post Number:</b>	
<b>Job Ref:</b>		<b>Grade:</b>	<b>7/8</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(a) Special Working Conditions</b>		
1 Hours may be required to be worked over 7 days, as per the needs of the service. Please confirm you are able to do this.	E	AF I
2 Are you prepared to undertake a certain amount of travelling around the borough in the execution of your duties?	E	AF I
<b>(b) Qualification and Experience</b>		
3 How long have you held a Social Work Qualification?	E	AF and check qualification at interview
4 Are you Registered with Social Work England and have evidence of your CPD?	E	AF and check registration at interview
5 Do you hold a Qualification in Best Interest Assessing or Practice Educating?	D	I
6 Please give details of your experience of social work with adults, older people and carers in the following areas:  Assessment and Intervention Duty screening & Risk Assessing Hospital Discharge Support Planning Safeguarding Learning Disability Younger Adults (Transition)	E	AF I
7 Please provide evidence of your experience of risk management in a highly pressurised environment, including preparing specialist assessments.	E	I
8 Please provide details of experience in arranging appropriate services within financial limits, using resources creatively and accessing alternate forms of provision within the community.	E	I
9 Please give examples of how you have assessed and analysed complex cases, using risk assessments and taking into account safeguarding policy and procedures.	E	I
10 Please provide details on experience and understanding of negotiation, problem solving and the ability to display negotiation skills when challenging services users, carers and family views and expectations when necessary.	E	I
Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>(c) Skills and Knowledge</b>		
11 Please give details of your wide knowledge of outcome	E	AF I

	focussed, strength based practice.		
12	Please give details of your knowledge of relevant legislation, regulations, standards, guidance, policy and procedures within Adult Services.	E	AF I
13	Please give details of your good communication skills with adults, older people and carers and a wide range of agencies and health colleagues, both verbally and in writing.	E	I
14	Please give details of your IT skills in relation to email, electronic case recording, performance data, report writing, etc.	E	I
15	<p>Please detail your ability to use initiative and be proactive in:</p> <p>Planning, Assessing, analysing and making professional judgements in order to deliver positive outcomes for adults, older people and carers minimising risk, in an effective and efficient manner.</p> <p>Understanding of the nature and importance of safeguarding vulnerable adults, with an ability to identify situations which may pose a safeguarding risk.</p>	E	AF I
16	Please detail your ability and commitment to work in accordance with the Professional Capabilities Framework at the appropriate level and within the Social Work England Standards of Practice.	E	I
17	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.	E	I
<b>(d) Behaviours and Values</b>			
18	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>• Valuing our people</li> <li>• Focusing on customers</li> <li>• Acting with integrity</li> <li>• Using time and money wisely</li> <li>• Working together</li> <li>• Always learning and improving</li> <li>• </li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I