Wigan Council
People Directorate: Children, Adults and Families
Support & Safeguarding Service
Job Description

Post title:	Social Worker (Adults)
Job purpose:	To provide a Social Work Service to Adults, Families and Carers
Reporting to:	Advanced Practitioner
Responsible for:	Ensuring the delivery of high quality and effective services to adults, families and carers including adults at risk of harm and adults in need. Ensuring you meet HCPC standards of conduct, performance and ethics.
Liaising with:	Other Council Social Work Teams and Council Departments, Adults and families, a range of professionals, including fieldwork staff, health colleagues, statutory, private and voluntary organisations.
Hours of work:	37 hours per week (ability to work irregular and unsociable hours as required - evenings and weekends).
Salary/Wage	G9
Disclosure level:	Enhanced

Duties & Responsibilities	
Operational / Strategic Planning:	▪ To demonstrate Wigan's workforce behaviours and attitudes; be positive, be prepared to work differently and be personally accountable for results. ▪ To be highly motivated without close supervision and to motivate your colleagues. ▪ To manage and promote own health, safety wellbeing and emotional resilience and of others. ▪ Ensure a personalised and asset based approach that promotes health and wellbeing. ▪ Provide people with appropriate information, advice and guidance to adopt a preventative approach. ▪ To understand the benefits of positive risk taking and apply in practice as well as promoting this with other colleagues. ▪ To ensure you contribute to achieving the corporate, directorate and service strategies and operational plans. ▪ To work within council, directorate and service policies and procedures. ▪ To embrace agile working in line with council policy.

	▪ To have undertake work on projects that have achieved positive outcomes. ▪ To assist the Management team in developing operational plans.
Service provision:	▪ To be accountable for managing your case load in an effective, efficient and timely way. ▪ To provide a high quality, responsive service in all areas using all appropriate methods of social work intervention within the agreed policies and procedures of the Council. ▪ To respond to the complex and challenging needs of the people we support. ▪ To undertake comprehensive and holistic assessments as required under legal frameworks. ▪ To undertake holistic and person centred support plans using an asset based approach to ensure outcomes are achieved. ▪ To effectively conduct the statutory review function and ensure appropriate challenge. ▪ Ensure effective management of safeguarding within council policy and procedures. ▪ To complete safeguarding investigations and chair safeguarding meetings.To complete MCA and to actively participate in BI meetings. ▪ To undertake assessments with individuals with complex mental health needs. ▪ To undertake assessments with Individuals with complex learning disabilities. ▪ Ensure effective and timely screening of cases for Continuing Health Care and participate in completion of DST at MDT meetings. ▪ To ensure effective management of crisis situations. ▪ To undertake work on the service Duty system as required. ▪ To be accountable for your own decision making and seek appropriate solutions to situations as they arise. ▪ To write reports for and to attend court. ▪ To be actively involved in cases going to Court Of Protection or Coroners Court. ▪ To have responsibility and personally input up to date and effective record keeping and administration on IT systems. ▪ To have responsibility and personally input up to date information on the council's case management system. ▪ Maintain links and joint working opportunities with other partners, including Health, PVI, Housing and Police. ▪ Maintain strong links with the community and support market development. ▪ To positively contribute to team meetings and development sessions. ▪ To deputise for the Advanced Practitioner as required.
Service development:	▪ To contribute to any future service developments. ▪ To keep abreast of any new developments in policy law and professional practice. ▪ To assist the Management team to develop the service.

Staff Development:	▪ You will act as Practice Educator for Social Work Students once appropriate training completed. ▪ You will undertake supervisions to other newly qualified Social Workers. ▪ You will act in an advisory and mentoring capacity to other Social Workers. ▪ You will undertake training to become a BIA or AMHP. ▪ As a registered Social Worker you will be responsible for upholding and promoting the high standards of the social work/social care profession outlined in the HCPC Codes of Practice and Wigan Council, including your own. ▪ To actively and positively participate in supervision and individual performance appraisal's. ▪ To actively participate in training and development activities and be able to demonstrate continuous professional and personal development. ▪ To share the learning from any training and development you undertake with colleagues in a variety of forums. ▪ To evidence your competence within the College of Social Work professional capability framework. ▪ To maintain your registration to the HCPC and a portfolio of evidence of your continuous professional development.
Quality assurance:	▪ Ensure statutory duties are adhered to and any issues are reported in a timely manner. ▪ Deliver a high standard of customer service. ▪ Contribute towards quality standards and ensure these are embedded in practice. ▪ Ensure compliance with current and future legislative duties. ▪ Actively seek early resolution on any complaints raised.
Marketing and liaison:	▪ To promote the one team, one council ethos and support the management team in creating working conditions conducive to efficient operations.
Management of resources: - other than people	▪ To explore all community and creative options to ensure cost effective packages of support whilst keeping people safe. ▪ Work with partner organisations whom are accountable and have responsibility for joint funding of cases. ▪ To carry out all duties in the most effective, efficient and economic manner available. ▪ To direct complex cases to appropriate funding systems including JAP and CHC. ▪ To work across service areas in ASCW as demand requires.
Corporate responsibility:	▪ Maintain strong links with other Council colleagues. ▪ To support the management team in seeking opportunities to find true integration. ▪ Actively promote anti-discriminatory practice, employment and service delivery. ▪ To maintain the standards of the Council.

Other Specific Duties

- To undertake relevant health & safety training, particularly, though not exclusively, in:

Risk Assessment
Health and Safety Procedures
Fire Awareness

- To operate in line with data protection requirements.
- To contribute to specific projects and development work as required.

Special Conditions of Service

Where the post holder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the job.

All holiday leave is to be taken in line with the requirements of the team/service.

This job description is current at the date shown, but, in consultation with you, may be changed by the principal to reflect or anticipate changes in job commensurate with the grade and job title.

July 2015

Wigan Council
People Directorate: Children, Adults and Families
Support & Safeguarding Service
Person Specification / Selection Criteria

Post title:	Social Worker (Adults)
Grade:	G9

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience within the field of health or social care work with adults, families and/or carers.	√		A,I,R
Significant experience of effectively managing a caseload in a timely manner.	√		A,I, R
Experience of working collaboratively with other agencies.	√		A, I
Experience of undertaking assessment, support plans and reviews.	√		A,I
Experience of undertaking visits in the community to adults, families and/or carers.	√		A, I
Experience of working with adults within the field of mental health.	√		A, I
Experience of completing mental capacity assessments with adults.	√		A, I
Experience of completing safeguarding investigations and chairing safeguarding meetings	√		A, I
Experience of completing CHC screening and attending and contributing to MDT meetings to complete a DST.	√		A, I
Experience of undertaking either; BIA and completing DOL or COP applications or Mental Health Assessments.	√		A, I
Experience of undertaking project/development work.		√	A, I
Experience of undertaking supervisions with students or junior colleagues.	√		A, I

B. Training and Qualifications

	Essential	Desirable	Source
C.Q.S.W., C.S.S., [or] Dip S.W. or Degree in Social Work.	√		A
Up-to-date registration with HCPC or an appropriate qualification that allows you to register.	√		A
To have completed training in ITC i.e. Microsoft office	√		A
To have completed training in MCA, BIA & DOLs.	√		A
To have completed adult safeguarding investigation and management of complex cases training.	√		A
To have completed training in CHC framework.	√		A
To be a qualified and practising BIA, AMHP and/or Practice Educator	√		A
To have completed a relevant management qualification.		√	A

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Extensive knowledge and understanding of the relevant legislation in Adults and associated guidance, with particular references to the Local Authority's duties and responsibilities.	√		A,I
Knowledge and understanding of Safeguarding processes, policy and procedures for adults and children.	√		A,I
Understanding of the concept of working in partnerships with adults, families and carers and partners in health, community and all other agencies.	√		A,I
An understanding of, and commitment to, anti-oppressive practice, diversity and anti discriminatory practice.	√		A, I, R
An understanding of the benefits to practicing in an asset based approach.	√		A,I
Understand the benefits of positive risk taking, apply in practice and promote to colleagues.	√		A,I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Effective written and verbal communication skills	√		A,I
The ability to write clear, concise reports and records.	√		A,I
The ability to develop effective working relationships with colleagues and other agencies.	√		A,I
The ability to represent the service in formal meetings.	√		I,R
Effective personal organisation and time management skills.	√		I,R
To be able to apply analytical and judgemental skills to analyse and interpret various and complex information or situations to produce solutions or strategies over the long term.	√		I
To have well developed interpersonal professional skills, in order to meet the very demanding needs of adults, families and Carers.	√		I,R
Ability to cope with the demands of the role and to have developed strategies for managing pressure.	√		I, R
To be able to work to deadlines and reorganise the work to meet conflicting demands.	√		I,R
To be able to deal effectively with emotional demands from people whose personal circumstances may cause them distress.	√		I,R
The ability to be highly motivated without close supervision.	√		I,R
Ability to make autonomous decisions and problem solve.	√		I,R

E. Physical Requirements

Where the applicant / postholder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.

	Essential	Desirable	Source
Holds a current valid driving licence **or** can demonstrate the ability to travel as required using own or public transport in the most effective manner		√	A/I
Ability to travel / access various locations in and out of the borough	√		A/I