

Directorate:	Adult Social Care – Salford Care Organisation (SCO)
Section:	Adult Commissioning

Job details

Job title:	Social Worker (Adults)
Grade:	Qualified Social Worker Grades – Scale dependent on experience
Location of work:	Various Locations
Directly responsible to:	Team Manager
Directly responsible for:	
Hours of duty:	37 hours
Qualification:	Degree in Social Work, Certificate of Qualification in Social Work, Diploma in Social Work or Certificate in Social Services (Essential).
Primary purpose of the job:	<p>To provide a person centred, statutory social work service for the most vulnerable adults and their carers in accordance with the Salford Care Organisation (SCO), Northern Care Alliance (NCA) and national policies and procedures</p> <p>To actively support and participate in the development and implementation of integrated, multi-disciplinary working.</p> <p>To take a key role working with partners to safeguard service users through the effective management of safeguarding risk and the recording and sharing of information.</p> <p>To assess and plan person-centred support plans to meet the individual needs of service users to promote their independence.</p> <p>To promote an inclusive, partnership approach supporting the leadership of the team and service through the provision of advice and supervision to colleagues as well as contributing to the effective development of the team.</p>
Post ref no:	

Main duties and responsibilities/accountabilities

1. Caseload management

- 1.1. To formulate and implement individualised support plans by; identifying the range of service user/carer needs (assessment); devising support plans (planning); re-negotiating as service user/carer needs and circumstances change (reviewing).
- 1.2. To ensure a partnership approach with service users and their carers that is both enabling and person centred.
- 1.3. To encourage service user choice and participation in service planning and to ensure that the person's needs are understood by service providers.
- 1.4. To help resolve conflicts between client, carers and/or services.
- 1.5. To develop knowledge of local resources to meet service user/carer needs.
- 1.6. To identify and mobilise a person's informal network of support.
- 1.7. To review service user/carer needs and support plans to ensure that identified outcomes are being met.
- 1.8. To maintain all records both electronically or otherwise and complete documentation within specified timescales and undertaking all administrative procedures as appropriate.
- 1.9. Consider and utilise universal services including services in the voluntary sector.
- 1.10. To initiate referrals to and promote liaison with other professional staff and colleagues in other agencies.
- 1.11. To ensure as far as possible that we obtain best value for money when commissioning services and to uphold the principal that we use resources effectively and efficiently.
- 1.12. To offer a timely, proportionate social work response.

2. Service/Professional Development

- 2.1. To contribute to and participate in the general development of the team in which you are located
- 2.2. To encourage and participate in local initiatives, including carers (eg. carers' groups) and work with local community groups.
- 2.3. To contribute to service development, city wide and as part of the Greater Manchester Health and Social Care Partnerships (SCO and NCA), through membership of working and/or development and staff groups
- 2.4. To assist in the training and supervision of students.
- 2.5. To undertake any training as required e.g. Best Interest Assessor, Practice Educator.
- 2.6. Undertake such continuous professional development activities as required to maintain your registration with Social Work England.
- 2.7. To undertake the social work at the appropriate level as outlined in the Professional Capabilities Framework - AYSE: Social Work Role: Experienced social workers.
- 2.8. To maintain current practice, keeping up-to-date with any government guidance, legislation and initiatives in proportion to the role of social worker.

3. Integrated Care

- 3.1. To participate in a multi-disciplinary approach to meet service user and carer needs, necessitating effective working relationships with colleagues in the Salford Care Organisation (SCO) and the NCA.
- 3.2. To play an effective role within Integrated Services, representing a social work

perspective within the service.

- 3.3. To contribute to maintaining a focus on person centred care and the needs of service users and of their carers within Integrated Services.
- 3.4. To seek to understand the roles and responsibilities of other disciplines and wider organisations within Integrated Services.
- 3.5. To promote the appropriate use of integrated Services within the SCO and NCA.
- 3.6. To maintain all records and documentation and carry out administrative procedures as appropriate within Integrated Services.

4. General

- 4.1. As a member of the SCO to attend and participate in departmental and multi-agency meetings.
- 4.2. To participate in the adult social care on call system providing a generic social care service.
- 4.3. To work collaboratively, seeking resolutions to challenges and maintaining good working relationships.
- 4.4. To demonstrate Salford's SCO values of pride, passion, people and personal responsibility.
- 4.5. The post holder must carry out their duties with full regard to the SCO's Equal Opportunities, Health and Safety and Community Strategy policies.
- 4.6. To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.
- 4.7. To undertake any other such duties that are reasonably commensurate with the level of this post.
- 4.8. To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- 4.9. To act at all times with due regard to the SCO Health and Safety Policies and related Codes of Practice.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised:

Prepared/revised by:

Agreed job description signed by holder

PERSON SPECIFICATION

*Saving lives,
Improving lives*



Salford Care Organisation

Job title	Grade	Directorate	Location
Social Worker (Adults)	Qualified Social Worker Scale	Adult Social Care - SCO	Various Locations

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	Possession of a recognised Social Work qualification; Social Work Degree, CQSW, CSS, Dip SW or equivalent qualification that provides you with evidence to the Professional title of Social Worker.	A & C
2.	You must hold a current registration with Social Work England.	A
3.	You must clearly evidence an understanding of the principles and values underlying the Care Act 2014, Mental Capacity Act 2005, Government Guidelines and other Legislation relevant to a social work role with Adults.	A, E & I
4.	You must clearly evidence your ability to develop effective working relationships with service users and their carers' and show evidence of good assessment practice.	A, E & I

Essential criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
5.	You must clearly evidence an understanding of the integration agenda and the promotion of independence (enablement) model of health and social care.	A & I
6.	Demonstrate a thorough understanding of personalisation and a person centred approach.	A & I
7.	You must clearly evidence that you have the ability to maintain accurate records and to communicate complex information clearly and concisely both verbally and in written form.	A, E & I
8.	You must clearly evidence that you have a clear understanding of the social work role in a multi-disciplinary setting.	A, E & I
9.	Demonstrate the ability to develop effective working relationships with other professionals and colleagues.	A & I
10.	Possess skills of negotiation, mediation and de-escalation - seeking constructive approaches to problem solving.	A, E & I
11.	Experience of working with adults with disabilities, long term conditions, older adults etc.	A, E & I
12.	Have a good standard of computer skills.	A & I

Desirable criteria	Necessary requirements – skills, knowledge, experience etc.	* M.O.A.
1.	You have additional qualifications; Best Interest Assessors; AMHP; Practice Educator; Post Qualifying courses or other professional development qualifications.	A & I
2.	You can evidence an innovative approach to the development of new methods of working to support people in the community.	A & I
3.	You can show knowledge of relevant Welfare Rights Legislation.	A, E & I
4.	You can show knowledge of the recent Government Guidelines.	A & I

Completed by	Date	Approved by	Date

Method of assessment (* M.O.A.)

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T = Test, AC = Assessment centre