

OLDHAM METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE	Social Worker Profile C		
DEPARTMENT	People, Communities & Society	DIVISION/SECTION	Adult Services, Mental Health & CYPF
GRADE	Grade 7 (SCP 33 – 38) £28,922 - £32,072		

JOB PURPOSE

To have a responsibility for a caseload, including undertaking assessments, developing Care & Support Plans, and revising them as appropriate once they are implemented. To improve life opportunities for Service Users, Carers and Families using social work methods and models. To continue to develop professionally, and be accountable for the delivery of, and promote, social work good practice.

KEY TASKS

1. To prepare for social work contact and involvement, including reviewing case notes, liaising with others for additional information and evaluating information
2. To undertake the assessment of support needs for Service Users, Carers and Families, where their circumstances may be difficult and unstable, and assist in screening referrals. To develop/ assist to develop Care & Support Plans for Service Users
3. To produce, deliver, evaluate and update Care & Support Plans and packages, in order to resolve practical and emotional social care, health and well-being difficulties
4. To work with Service Users, Carers and Families to assist them to make informed choices and decisions as part of Self Directed Care and Individual Budgets, considering the available resources and the most appropriate service interventions
5. To be proactive with respect to Safeguarding issues and following relevant policies and procedures if abuse is suspected
6. To identify, assess and manage risks to Service Users, Carers and Families, and contribute towards a positive change to behaviour to reduce risk
7. To respond to crisis situations, making assessments about urgency and using appropriate legal intervention
8. To maintain records in necessary formats and ensure records are accurate, up to date and personal information is kept confidential
9. To prepare, attend and participate in meetings and decision-making forums, for example, Court appearances, Reviews, Panels, Case Conferences or team meetings. To chair meetings as appropriate
10. To act for and advocate on behalf of Service Users, Carers and Families, within the boundaries of corporate and directorate policies
11. To provide information, reports, data and statistics appropriate to their purpose, for example, Panel Reports or Court Reports

12. To develop and maintain appropriate working relationships with partnership agencies, including health and voluntary sector agencies
13. To adopt and embrace required changes and advances in working practices, particularly those which incorporate the use of ICT
14. To attend, prepare for and participate in formal supervision sessions, including examining own performance, identify learning needs and ensure sufficient support for professional development is taking place
15. To inform managers of service deficiencies or issues interfering with delivering an efficient service, assist to identify and make suggestions for opportunities for improvement
16. To attend and participate in learning, training and development activities, in line with local and national requirements

In addition to the tasks above, Jobholders could be required to undertake any tasks, duties or responsibilities contained in lower-graded posts within the Social Worker profile family to ensure a comprehensive Service is delivered to Service Users, Carers and Families.

STANDARD DUTIES

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery
2. To uphold and implement policies and procedures of the Council and Directorate, including customer care and health and safety policies
3. To undertake continuing professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures
4. Undertake any additional duties commensurate with the grade of the post

CONTACTS

Service Users, Carers, Relatives, Guardians, colleagues within OMBC and the NHS, partnership agencies, legal professionals, teachers and the police

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Team Manager/ Senior Practitioner

Responsible for: Not applicable

SPECIAL CONDITIONS

CRB Disclosure Required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

OLDHAM METROPOLITAN BOROUGH COUNCIL
Person Specification

Job Title: Social Worker Profile C

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	<p>A Social Work degree or an equivalent recognised Social Work Qualification, e.g. DipSW</p> <p>Registration with GSCC</p> <p>An appropriate Post Qualifying Award, approved by the HCPC in an appropriate discipline</p>		<p>Certificate (produce at Interview)</p> <p>Certificate (produce at Interview)</p> <p>Certificate (produce at Interview)</p>
Experience	<p>Experience of undertaking accurate and sensitive assessments of Service Users, Carers and Families to produce Care/ Support Plans</p> <p>Experience of implementing, monitoring, evaluating and updating Care & Support Plans through person centred planning principles and relevant procedures</p> <p>Experience of prioritising own workload, setting objectives and outcomes, and maintain accurate case records</p> <p>Experience of working in multi-disciplinary team to deliver social work services</p> <p>Experience of analysing and collating information, and writing reports appropriate to formal settings</p>		<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Skills & Abilities	<p>Ability to negotiate with others both internal and external, e.g. health service or voluntary sector organisations, to secure appropriate services for Service Users, Carers and Families</p>		<p>Application Form/ Interview</p>

	<p>Interpersonal skills to deal with conflict in a confident yet sensitive way</p> <p>I.T. Skills to use word processing, spreadsheets and databases, including the Council's electronic records management systems</p>		<p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Knowledge	<p>Detailed knowledge of the relevant legislation, codes of practice, National Guidelines and Government initiatives connected with service delivery in this field of social work</p> <p>Knowledge and understanding of equalities and diversity issues in connection with delivering social work</p> <p>In-depth knowledge of issues which may relate to and affect the client group the post is working with</p>		<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Work Circumstances	<p>Willingness to participate in learning and training activities including undertaking additional qualifications</p> <p>Driving Licence or able to travel independently across the Borough of Oldham</p> <p>Able to work unsocial hours</p>		<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview