



JOB DESCRIPTION

JOB TITLE: Social Worker - Community

DEPARTMENT: Adult Social Services

GRADE: Level 2 – Band 7
Level 3 – Band 8

DIRECTLY RESPONSIBLE TO: Team Manager and Senior practitioners

Main Purpose of the Job:

To provide social work support, assessment, care planning and professional support for Adults and Adults with a physical disability.

MAIN DUTIES

1. Assess the needs of service users/carer, and plan specific objectives for meeting those needs within the framework of the Care Act 2014.
2. To manage a caseload providing a social work service to people with social needs, which will include vulnerable service users and those with complex needs.
3. To manage an allocated caseload
4. To assess, or arrange for the assessment of carers, where appropriate
5. To carry out assessment of service user's needs, as part of a multi-disciplinary team.
6. To liaise with other professionals including, health professionals and the police.

7. To work with partners in the public and independent sectors to enable effective outcomes for service users
8. To take an active role in specific areas of work e.g. safeguarding cases./Continuing Health Care
9. Undertake administration (including keeping of appropriate up-to-date records) and management of personal workload providing statistical information as required.
10. Provide information to clients on types of support and negotiate for and co-ordinate the provision of specialist services which may include; residential, nursing, domiciliary and any other resources as appropriate.
11. To offer support/ assistance in times of crisis and where appropriate in situations of grief and loss.
12. Advocate on behalf of clients with a view to resolving areas of conflict.
13. Provide observation placements to trainees or staff other than social workers. Where appropriate provide supervised practice placements for staff receiving social work training. Give talks/ presentations to various groups regarding work of team or department.
14. To contribute as required to any working or project group which is engaged in developing or improving services.
15. To undertake visits to the Local Authority and voluntary/ Private Sector homes to review placements for service users.
16. To participate in other activities which benefit from the application of professional skills, e.g. working parties, service developments, policy formulation, group work.
17. To work as a contributing member and take part in team meetings, duty rotas etc.
18. To work within agreed Departmental policy and procedures.
19. To participate, where appropriate, in the training and/or development of other staff.
20. To contribute to the effective deployment of resources.
21. To undertake all duties in an anti-oppressive manner.

22. To undertake any other duties as commensurate with the grade of the post and as required by the Director of Community Services and Social Care or representative.

Standard Statements

HEALTH AND SAFETY

- To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for own Health and Safety and that of other employees.

EQUALITIES & DIVERSITY

- To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

CUSTOMER CARE

- To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery; to recognise the value of its people as a resource.

TRAINING AND DEVELOPMENT

- To identify own training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

POLICY

- To work at all times within the established policies and practices of the Council and Pennine Care NHS Foundation Trust, within the framework established by the Council Constitution and associated guidance.

INFORMATION GOVERNANCE

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the

normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

Disclosure of Criminal Background (if applicable)

All employers are required to check with the Disclosure and Barring Service, the possible criminal background of staff and volunteers who apply to work with, or will have access to information about, children and young people or vulnerable service users.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working within Children, Families and Wellbeing Service. This will depend on the nature of the position and the circumstances and background of any offences.

Please note applicants refusing to sign the form or failing to disclose any convictions will not be progressed further.

Children, Families and Well-being Service is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment



PERSON SPECIFICATION

JOB TITLE: Social Worker

DEPARTMENT: Adults

GRADE: Level 2 - band 7
Level 3 - band 8

STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Recognised Social Work Qualification (DIP SW, CQSW, CSS or equivalent) and completion of ASYE	A & I & C
Registration with the HCPC	A & I & C
P.Q. Award (for level 3 only) or evidence of progression to level 3	A & I & C
2. Experience	
Experience of direct work with adults	A & I
At least 1 years post qualifying relevant experience	A & I
Experience of working within a social care setting	A & I

Ability to manage a caseload, prioritise and work Independently under pressure.	A & I
Effective written and oral communication skills appropriate to role.	A & I
Working understanding of relevant legislation and ability to work within legal and departmental frameworks.	A & I
Ability to work in anti-discriminatory manner.	A & I
IT literate, to maintain computer and manual systems for record keeping.	A & I
Ability to use supervision to improve personal development	A & I
Experience of working within a multi-disciplinary team	A & I
3. Knowledge	
Working understanding of relevant legislation and ability to work within legal and departmental frameworks.	A & I
Knowledge of social model of disability	A & I
IT literate, to maintain computer and manual systems for record keeping.	A & I
4. Skills & Abilities	
Assessment, care management and reviewing skills.	A & I
Ability to work collaboratively in partnership with families, other agencies and colleagues.	A & I
Ability to manage a caseload, prioritise and work independently under pressure.	A & I
Ability to assess and manage risks	A & I
Report writing skills	A & I
Effective written and oral communication skills appropriate to role.	A & I
Ability to work in anti-discriminatory manner.	A & I
Ability to use supervision to improve personal development	A & I

5. Work Related Circumstances	
A flexible working policy is in operation	I
An expectation that work will be required out of normal office hours from time to time	I
A policy of no smoking will apply	I
Applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post.	I
An enhanced DBS check will be required prior to commencement	I

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Practice Teacher Award	A & I
2. Experience	
3. Knowledge	
4. Skills & Abilities	

*** Method of Assessment**

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

Date prepared/revised: 17 June 2015

Prepared/revised by: C Hale

