

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: ADULT CARE & SUPPORT SERVICES

SECTION: Integrated Neighbourhood Teams

LOCATION: Number One Riverside, Smith Street Rochdale,

JOB TITLE: Social Worker (Adults)

POST NUMBER: ACONTW000004

Grade: 7/8

Accountable to: Team Manager

Accountable for: None

Hours of Duty: 37 hours you may be required to work any five days from seven in accordance with the needs of the Service

Any Special Conditions of Service: 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.

The postholder will be expected to undertake a certain amount of travelling in the course of his/her duties for which essential car user allowance will be paid.

This post is subject to an enhanced DBS check

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 package 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 the 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 individuals 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, Putting People First and Adult Social Care Blueprint are acted upon, in line with the Social Work Standards of Proficiency, as outlined by the HCPC.
- Establishing and developing effective collaborative working relationships with other Council services, other statutory agencies and 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 capacity assessments, in line with the principles of the Mental Capacity Act 2005 and ensuring the best interests of individuals are met.

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 College of Social Work's 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.

Control of Resources

Personnel

None

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

Equipment/Materials

All equipment and materials used by the post holder.

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 Authority'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 of the Adult Care Service, staff of other Council Services, Members of Council.

External

Staff of local NHS organisations including relevant hospital staff for discharge work. Staff of other relevant statutory organisations; staff of Independent sector organisations, Service Users; Carers.

Responsibilities

The postholder must :-

- (i) Perform his/her duties in line with the corporate leadership values and behaviours
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (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 in the Rochdale Way:

- (i) Valuing our people
- (ii) Focusing on customers
- (iii) Acting with integrity
- (iv) Using time and money wisely
- (v) Working together

(vi) Always learning and improving

Be aware of and apply the Rochdale Way 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 assessment, 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 assess the social care needs of individuals and their carers, including the identification of those individuals at risk or in need of protection and to determine an appropriate method of intervention to keep people safe
6. To undertake safeguarding investigations following alerts and contribute to subsequent multi-agency discussion as necessary.
7. In conjunction with service users and carers, to design packages of care, which meet identified needs within the indicative resource allocation, using available resources efficiently and effectively
8. To participate in training and other opportunities for the professional development of self and others, including the supervision of students and mentoring/supporting non qualified staff. There will be an expectation on all social work staff to undertake Deprivation of Liberty Best Interest Assessor training when requested. To participate in any rota arrangements during normal working hours, such as covering duty, providing these statutory functions for the Council.
9. To establish and develop effective working relationships with the staff of other organisations, statutory and independent.
10. To convene and attend liaison meetings and case conferences involving other agencies to ensure that individual's needs are properly identified and that appropriate services are provided.
11. **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.

- 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
 - Providing direct support to assist people in leading ordinary lives where this is consistent with the support plan
 - Encouraging and maximising independence, choice and control
12. 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 co-operate with the Council’s policy on equal opportunities in employment and delivery of services to the people of Rochdale.
2. To support the implementation of Council policies and procedures.
3. Regular, structured formal supervision of all employees (incorporating practice teaching).
4. Appropriate work base assessment of social care vocational qualifications.
5. The identification of team issues and the development of teams of supportive working groups.
6. To ensure that the Council’s commitment to public service orientation and customer care is addressed in all dealings with the public and service users and their representatives, including responses to representations and complaints.
7. To fully understand, actively promote and implement the Council and Service’s Health and Safety policy.
8. To operate within the Council’s Disciplinary and Grievance Procedure at the appropriate level.
9. To maintain and actively promote good industrial relations.
10. 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 post holder (and if he/she so wishes, with his/her Trade Union representative). This may incorporate being asked to work across the different service areas.

Prepared by	_____	Date	<u>November 2014</u>
Agreed by Postholder	_____	Date	_____
Supervisor	_____	Date	_____
Service Director	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Adult Social Care	Post:	Social Worker
Section :	Across the service	Post Number :	ACONTW000004
Job Ref:		Grade:	7/8

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
(a) Special Working Conditions		
1 Are you willing and able to work, if required, any five days from seven in accordance with the needs of the Service?	E	AF, I
2 Are you prepared to undertake a certain amount of travelling in the execution of your duties for which appropriate car allowance will be paid?	E	AF, I
(b) Qualification and Experience		
3 Do you have a professional Social Work Qualification?	E	AF and check at interview
4 Are you registered with HCPC and have evidence of CDP?	E	AF and check at interview
5 Please give details of your in-depth knowledge of social work with adults, older people and carers within the legislative framework.	E	AF, I
6 Please give details of your experience of undertaking direct work with adults, older people and carers, with either a learning or physical disability.	E	AF, I
7 Please provide evidence of your experience of risk management in a highly pressurised environment, including preparing specialist assessments.	E	AF, I
8 Please provide details on experience in arranging appropriate services within financial limits, using resources creatively and accessing alternate forms of provision within the community.	E	AF, I
9 Please provide details on monitoring and overseeing quality standards, in line with the HCPC social work standards.	E	AF, I
10 Please give examples of how you have assessed and analysed complex cases, using risk assessments and	E	AF, I

	taking into account safeguarding policy and procedures.		
11	Please provide details on experience and understanding of negotiation, problem solving and the Ability to display negotiation skills and challenge services users, carers and family views and expectations when necessary.	E	AF, I
12	Please provide details on you social work experience in one or more of the following areas: Assessment and Intervention Duty screening & Risk Assessing Hospital Discharge Support Planning Safeguarding Learning Disability Younger Adults (Transition)	E	AF, I
13	Do you hold a Qualification in Best Interest Assessing or Practice Educating?	D	AF and check at interview if applicable
(c) Skills and Knowledge			
14	Please give details of your wide knowledge of outcome focussed practice.	E	AF, I
15	Please give details of your knowledge of relevant legislation, regulations, standards, guidance, policy and procedures.	E	AF, I
16	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	AF, I
17	Please provide details on an effective communicator and problem solver. Able to work as an independent practitioner in complex and potentially stressful situations.	E	AF, I
18	Please provide your ability to plan time effectively and facilitate good outcomes for service users in an effective and efficient manner	E	AF, I
19	Please give details of your IT skills in relation to email, electronic case recording, performance data, report writing, etc.	E	AF, I
20	Please give details in your ability to use initiative and be proactive in: assessing, analysing and making professional judgements in order to deliver positive outcomes for adults, older people and carers minimising risk an understanding of the nature and importance of safeguarding vulnerable adults, with an ability to identify situations which may pose a safeguarding risk.	E	AF, I
21	Please give details on your ability and commitment to work in accordance with the HCPC Standards of Practice and the College of Social Work, Professional Capabilities Framework at the appropriate level.	E	AF, I

(d) Values and Behaviours			
22	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF, I
(e) Armed Forces			
23	If applicable and you are applying under the Armed Forces Interview Scheme please confirm your last long term employer was the Armed Forces	D	AF
24	If applicable and you are applying under the Armed Forces Interview Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF