



## Job profile

### Social Worker

#### Grade I/J

**Group:** Children, Adults & Families

**Location:** Civic Centre

**Service:** Adult Social Care – Assessment and Care Management

**Line Manager:** Senior Practitioner / Team Manager

**Car Status:** Casual

#### The key roles of this post will include:

1. To undertake a range of assessments with young adults and/or their carers including initial assessments, complex/further assessments; in order to identify levels of need in relation to Care Act 2014 eligibility criteria. NB The nature of these assessments will be dependent upon the specific team in which the post holder works and will take place in a variety of settings including the community, hospital setting and residential/nursing placements.
2. Where appropriate to undertake additional assessments for instance; mental capacity assessments, best interest assessments and risk assessments - to be undertaken in accordance with relevant legislation i.e. Mental Capacity Act 2005.
3. To have an active caseload commensurate with area of work and the experience and skill level of the post holder - this will be identified in relation to the Professional Capabilities Framework and the Local Authority's own policies.
4. To undertake reviews of cases to ensure that the adult/carer continues to be eligible for services provided by the Local Authority and that these services are the most appropriate resource to meet these eligible needs.
5. To participate in and undertake duty functions which may include responding to urgent referrals as and when is required.
6. To identify a range of packages of care that will meet the adult's/carer's eligible need and ensure the Local Authorities budget is spent appropriately. In relation to this, the post holder is expected where appropriate to support the use of Direct Payments and Self Directed Support.
7. To chair meetings including; case conferences, safeguarding meetings and other meetings as directed by the Line Manager.
8. To prepare and present a range of reports, for example, for the Court of Protection, Mental Health Act Tribunals, Safeguarding Adult enquiries, planning meetings and reviews.



9. To undertake mandatory and other training as required by the Local Authority and in some circumstances as identified by the Line Manager.
10. To contribute to the development of other workers including; students, newly qualified Social Workers and staff who are developing their practice.
11. To work in an effective partnership with other agencies and professionals
12. To act at all times in a professional manner and follow the code of professional conduct. Social Workers must adhere to Social Work England codes of practice, continued professional development and take responsibility for maintaining their professional registration.
13. Ensure that Health and Safety responsibilities are carried out in accordance with the Council/Service health and safety policy and procedures.
14. Such other responsibilities allocated which are appropriate to the grade of the post. Due to the nature of the role this may include working across teams and locations and outside of standard working hours.



## Knowledge and Qualifications

### Essential

#### Skills & Knowledge

- Relevant legislation including Hospital Discharge Guidance, The Care Act 2014, Safeguarding Adults Legislation Policy, The Mental Health Act (amended 2007), The Mental Capacity Act 2005, Deprivation of Liberty Safeguards and Continuing Health Care and section 117.
- The ability to interpret Social Care Legislation and apply it to practice whilst adhering to the Local Authority statutory responsibilities.
- The ability to analyse information, assess risk and levels of need in line with eligibility criteria.
- The management and organisation of workload including the ability to appropriately prioritise tasks and manage competing demands.
- Excellent IT and communication skills.
- The ability to work as a team member but also to use own initiative.
- A commitment to anti-oppressive practice, equal opportunities and inter agency working.
- The maintenance of the Local Authority's social care database including the accurate recording of case observations
- Social work theories and be able to work in a person-centred way using a strength-based approach

#### Experience

- Experience of working with adults (and carers) who have physical disabilities, mental health needs and learning disabilities
- Experience of undertaking assessments, applying relevant criteria and where necessary identifying appropriate services to meet eligible needs
- An understanding of the reviewing and monitoring process
- Experience of managing risk and being involved in the safeguarding process.
- Experience in problem solving and evidencing decisions in a timely manner

#### Qualifications & Training

- Social Work qualification or equivalent i.e. MA or BA in Social Work, Dip SW CQSW or CSS.
- Current registration with the Social Work England.
- A commitment to continuous professional development.
- A current driving licence and access to a car or means to mobility support.
- A willingness to undertake relevant training as required by the Local Authority.



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences