**Job Title Qualified Social Worker**

**Grade PO2**

**Job Description**

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| **Job Purpose** |
| To assess plan and manage a professional Social Work case load and to attend and contribute in weekly Peer review meetings where the work being undertaken with individuals and families is discussed within the ethos of Asset based social work and Community Led Support to make recommendations for final case decisions.    To undertake duties expected of social workers in line with the Professional Capabilities Framework and Knowledge and Skills statements and in line with Social Work England code of conduct. |
| **Major Tasks** |
| * To manage a caseload in line with BASW Professional Capabilities Framework for a Qualified Social Worker undertaking strength based assessments and provide evidence when identifying a level of need in line with the Care Act 2014, Mental Capacity Act 2005, and Human Rights Act 1998. * To promote close and constructive relationships with individuals, their families and the local neighbourhoods. * To work in partnership with a range of statutory, independent and voluntary services to develop and implement Support Plan objectives and outcomes. * To participate in reflective practice sessions. * Provide professional opinion to colleagues within their team regarding cases and act as a resource base for other staff and students. * Work to a range of legal options to support investigation and the safeguarding of vulnerable adults. * Contribute to assessing/support planning/reviewing individuals receiving care and support from Adult Social Care with an emphasis on an Asset based approach. * Undertake preventative work with individuals to reduce long term care and support needs in line with the Care Act 2014. * Liaise with colleagues in own and other council services and external agencies in order to gather information relevant to Assessment and Support Planning activities. * Maintain and update case notes and other records, write reports as required * Undertake duty tasks as part of the duty rota. * Effectively assess and manage risk. * Apply principals of Professional curiosity with support from peers * Promote equality as an integral part of the role and treat everyone with fairness and dignity. * Recognise health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the T & W Health and Safety policy and any service-specific procedures/rules that apply to this role. * Keep up to date with contemporary issues in Adult social work, including legislation and evidence-based practice, and use this to inform working practice. * Seek legal advice and guidance when required through discussions with Seniors * Recognise and direct own learning * Other similar duties |
| **Contacts & Relationships** |
| To develop and maintain professional relationships with individuals and their carers and other individuals important to them, where appropriate and all relevant agencies and staff, both internal and external to Telford & Wrekin.  To promote and participate in multi-agency working as required. These contacts will include providing information, giving professional opinion and advice and gathering information.  Develop a wider range of contacts with internal and external professionals and other colleagues, including at more senior levels to influence and further own practice  Identify gaps in knowledge and skills, network to meet identified gaps and needs ensuring directing own career develop |
| **Creativity** |
| Ensure practice is person centred using tools to promote this.  Ensure conversations are meaningful to the individual  Develop own practice from shared experiences with other members of the team    Use knowledge and skills to take more initiative and continue to broaden and deepen their repertoire of responses to situations and/or individuals inline with peer review, supervisions and with their peers. |
| **Decisions** |
| Some decisions will be taken autonomously by the post holder, determine actions to be taken for a social work intervention.  Recognition of when support and advice is needed  Ensure decisions are rationalised and evidence based  Work within your scope of practice and identify when additional skills and experience are required to support your role inline with Social Work England Standards of conduct, performance and ethics. |
| **Management & Supervision** |
| No direct supervisory responsibility.  Model good practice and setting expectations for others by participating in peer challenges, practice groups, co-work on specific cases to support their development.  Provide some day to day advice and support in relation to social work practice to staff based within the team, as required, and in consultation with more senior members of the team. |
| **Supervision Received** |
| The post holder will plan their own work load and report directly to their line manager or a senior member of the team.  Monthly supervisions and annual Professional Development appraisals by line manager.  Engage and participate in reflective practice sessions designed to support their development. |
| **Complexity** |
| The post holder will have the ability to assess situations effectively in their role and determine interventions.  The post holder will offer their advise within the organisation and to partner agencies  Use legislation to safeguard individuals who lack capacity, including the application of the Court of Protection process.  Participate in multi-agency meetings, offering their opinion in situations to influence social work interventions. |
| **Resources** |
| * Responsibility for processing personal sensitive information; * Maintain accurate and timely recording on case management information systems; * Responsibility within the support planning process to ensure that the resources invested for the individual promotes the individuals’s best interests. Where this is not the case, to ensure that other avenues are pursued * Develop their knowledge around resources avalible to support individuals to remain in their own home |
| **Impact** |
| * The role will have an impact on the reputation of the council and outcomes of Social Work interventions * The role is crucial to the service achieving performance targets and best outcomes for individuals and carers * To allow individuals to remain or have access to their own homes * To ensure the council fulfils its statutory duty to individuals and carers that are eligible for services in line with legislation |
| **Physical Demands** |
| * A high proportion of the work requirement will involve computer activities such as managing emails, reading reports, writing reports, inputting on to the electronic case recording system * Carrying appropriate equipment necessary to be a mobile worker. * The post holder will be required to work over a number of locations across the borough in line with the councils mobile working policy |
| **Working Environment** |
| * The post holder will be required to travel across the authority to work in multiple locations in order to support service delivery; * Visit the placement / home of adults and families: * Lone working in peoples’ homes * Commute to out of area establishments for placement arrangements as necessary; * Attend appropriate meetings. * In the main, this post works in the environment equivalent to working in an office in terms of heat, ventilation and lighting. |
| **Emotional Context** |
| * The postholder will regularly have contact with information that is distressing, including information of a adult safeguarding nature or information that will be highly sensitive and distressing in content. * The postholder will have regular contact with individuals and/or carers and/or families, who will often be distressed or angry. * The postholder will need to manage the emotional strain arising for themselves, the individuals and carers in making decisions/recommendations around individuals’ immediate, medium and long term care needs * The post holder will need to make decisions involving some levels of risk concerning individuals and carers |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Social Worker (Social Work England registered) * Commitment to continued professional development * Work within the BASW Professional Capabilities Framework for Social Work in England |
| **Experience** | * Experience in adult social care, including experience in safeguarding adults, assessment and support planning, and the implementation of interventions to improve outcomes for adults and their families * Making decisions in respect of care issues with adults and their families from a range of cultural backgrounds. * Experience of regular application of the Mental Capacity Act, including making Best Interest Decisions * Developing networks with internal and external partner agencies * Experience of dealing with individuals and carers and/or families who are distressed * Have experience which demonstrates the ability to meet the requirements of the BASW Professional Capabilities Framework. |
| **Knowledge** | * An understanding and working knowledge and application of The Mental Capacity Act 2005 * An understanding and working knowledge and application of the Care Act 2014 * An understanding and application of personalisation and asset based practice within adult social care. * An understanding and working knowledge of Safeguarding Adults policy and procedures (protection of vulnerable adults and children) * An understanding of Community Deprivation of Liberty Safeguards and the application to everyday practice * An understanding of levels of need in relation to eligibility and assessing community based services to meet need * A good knowledge and experience of meeting eligible needs by community based services * A good understanding and application of multi-agency working * Understanding adult social care roles within the NHS * Knowledge of lifeplanning with individuals and/or their carers |
| **Skills** | * Be able to present oral and written information including the ability to communicate effectively with individuals, their families, professionals and others. * Inter-personal skills, the with ability to develop working relationships, promote good social work interventions, influence, challenge, motivate and enable others. * Use supervision to reflect on their own practice and identify areas of development * Plan, organise and prioritise a demanding workload, in order to meet deadlines and maintain the delivery of multiple, competing short and long term objectives. * Work as a member of a team and develop collaborative relationships. * Accept responsibility of their own workload seeking advice and guidance * Use information technology effectively, having necessary keyboard skills to use email and update computerised diaries and update and retrieve information from organisational record systems. * To use the issued mobile working equipment to carry out assessments with individuals and their carers and/or families * Use experience and skills to influence their decision making, providing rationale |
| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages. * Ensure personal style and behaviours are inline with Social Work England standards of practice * Challenge Discrimnatory and Anti-oppressive practice |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  It has been assessed that as the post holder requires a broad knowledge of Social Care legislation and the services that are provided by Social Care services within the authority. They must ensure that requests for services are dealt with appropriately within existing policies and procedures and within the law. They must have strong and natural customer care and communication skills in order to deal with the diversity of service user’s needs and deal with the varied emotional customer complexities in a compassionate and professional manner at all time. The post holder must also be able to interpret complex legislation, applying it and explaining it to customers in simple and easily understandable terms. |
| **Political Restrictions\*\*** |  |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity | X |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

*\*\* Political Restrictions*

*Certain posts in the council are designated as ‘politically restricted’, which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:*

This post has been identified as being politically restricted.

*Where the post has been identified as* ***not*** *being politically restricted, the following statement must be included:*

This post is not subject to political restrictions.