**Job Title Experienced Qualified Social Worker**

**Grade PO3**

**Job Description**

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| **Job Purpose** |
| To assess plan and manage a professional Social Work case load and to attend and actively participate 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 be made by the Team Manager.  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 the BASW Professional Capabilities Framework for an Experienced 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 actively participate in reflective practice sessions. * Provide professional opinion and support the practice of colleagues within their team regarding complex 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. * Assess/Support Plan/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 use professional curiosity as part of every day risk management. * 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. * Undertake Court of Protection applications liaising with legal services * 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 professional advice and the giving, receiving and analysis of information.  Network and liaise with a wider range of professionals and other colleagues, including at more senior levels. Develop knowledge in a specialist areas of practice. Continue to expand and consolidate knowledge to inform connections between specialisms and other settings and fields  Empower individuals and their carers/families in multi agency working. |
| **Creativity** |
| Ensure assessments are person centred and meaningful to the individual  To use own intiative when designing support plans for individuals, exploring what services are existing in the community that should be used to support an individual. Using own initatitive and not support planning with ‘off the shelf ideas’  Have advanced understanding of the centrality of relationships for people’s well being and how to apply key concepts of attachment, separation, loss, change and resilience to a persons life at key points  Share good practice with wider teams  Use person centred ideas when support planning ensuring the welfare, experience and outcomes of people using services are at the heart of practice |
| **Decisions** |
| The post holder will ensure theirprofessional decision making is considered and evidenced based. The majority of decisions will be taken autonomously by the post holder within established policy and practice guidelines, in consultation with Team Manager as appropriate.  The post holder will be required to make decisions in consultation with partner agencies, individuals and their carers in relation to issues such as safeguarding concerns, identifying specific legislation to inform their practice.  Ensure theirpractice is rationalised and evidence based.  Work within your scope of practice and identify when additional skills and experience are required to support your role in line with Social Work England Standards of conduct, performance and ethics. |
| **Management & Supervision** |
| The post holder will have no direct supervision responsibilities. They will model good practice, recognising the application of legislation to their daily practice. They are able to to use and explain legislation to promote the well-being of individuals and carers.  Provide day to day advice and support in relation to social work practice to staff based within the team, as required, and in consultation with their direct line manager. |
| **Supervision Received** |
| The post holder will plan their own work load and report directly to the Team Manager.  Monthly supervisions and annual Professional Development appraisals by Senior member of staff.  Lead in reflective practice sessions to support practice within the team |
| **Complexity** |
| The post holder will demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk which promoting enablement and self-determination.  The post holder will offer an expert opinion within the organisation and to other partner agencies.  Use legislation to safeguard individuals who lack capacity with regards to specific decisions.  The post holder will undertake complex tasks such as chairing significant meetings, offering expert support and advice to case conferences, produce high quality assessments, support plans and reports.  The post holder will write reports to support Court of Protection applications for a range of issues. |
| **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 resource invested for the individual promotes the individual’s best interests. Where this is not the case, to ensure that other avenues are pursued * Use experience and knowledge and national drivers to influence change and practice * The post holder may be required to handle personal possessions or direct handling of cash to facilitate the need to move from one setting to another or support more independent living in the community |
| **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 it’s 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 council’s 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 visits in secure hospital settings * 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, individuals and carers in having to make decisions/recommendations concerning individuals’ immediate, medium and long term care needs * The post holder will need to make decisions involving high levels of risk concerning individuals and carers. Examples include decisions about capacity for individuals, applications to the court of Protection for removal from the home and the implications. |
| **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 including post qualifications such Practice Educator and Approved Mental Health Practitioner. * Best Interest Assessor or Approved Mental Capacity Practitioner * Evidence of commitment to continued professional and personal practise development as set out by the Social Work England * 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 complex 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 * Experience of applying the Court of Protection process * 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 Professional Capabilities Framework: |
| **Knowledge** | * A good understanding and working knowledge and application of The Mental Capacity Act 2005 * A good understanding and working knowledge and application of the Care Act 2014 * A good understanding and application of personalisation and asset based practice within adult social care. * A good understanding and working knowledge of Safeguarding Adults policy and procedures (protection of vulnerable adults and children) * A good understanding of the Court of Protection framework * A good understanding of Community Deprivation of Liberty Safeguards and the application to everyday practice * A good 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 * Knowldege of life planning with individuals and/or their carers |
| **Skills** | * High level oral and written communication skills including the ability to express complex concepts and information and communicate effectively with individuals, their families, professionals and others.   High level interpersonal skills, including the ability to develop effective working relationships, promote good customer care, influence, challenge, motivate and enable others.  Critically reflective practitionerable to make well balanced professional decisions, working with individuals and families using a assest based approach and able to demonstrate expert and effective practise in complex situations.   * Analyse ethical dilemmas and decide appropriate ways forward. * Support others to analyse and reflect on their own practise. * 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 and work on own initiative.   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 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. * Work with in the 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.