

<b>Title</b> <b>Social Worker (Newly Qualified Band A)</b>	<b>Department</b> <b>Adult Social Care, Health &amp; Public Protection</b>	<b>Post Ref</b>
<p><b>Job Purpose</b></p> <p>To be responsible for both the assessment of individual needs and the initiation and co-ordination of a range of outcomes to meet them, promoting the principles of, rights based social work practice, choice and control to ensure that people can assess and manage their own needs, risks and uncertainties.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Be responsible for the assessment, support planning and review of individual needs and then initiate and co-ordinate of a range of outcomes to meet them that promote independence.</li> <li>2. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required.</li> <li>3. Promote a Strength Based Approach which embeds the ethos of promoting independence and wellbeing at every opportunity, ensures people can assess their own needs, risks and uncertainties to meet their short- and long-term goals, delaying the need for long term care and support</li> <li>4. Identify community and other natural support resources, maximising individual's assets using preventative/universal services and other funding sources, in line with the Adult Social Care Strategy.</li> <li>5. Monitor and review ongoing service provision, ensuring all parties involved are fully coordinated, with a focus on wellbeing and outcomes, and that all alternative solutions have been considered.</li> <li>6. Provide professional information, advice and support to people and their carer`s, other staff and colleagues, by building positive relationships and partnerships.</li> <li>7. To undertake and develop skills in using the Mental Capacity Act and in undertaking safeguarding work as a Safeguarding Officer.</li> <li>8. Maintain a social work caseload whilst continuously developing skills and experience with appropriate supervision and support.</li> <li>9. Following appropriate training, undertake assessments using a range of health and social care tools, for example, contributing to continuing health care assessments.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Maintenance of professional social work standards and be accountable for own performance.</li> <li>2. Accountable for the quality of the work undertaken.</li> <li>3. Alert managers of issues that could affect quality, performance or budget.</li> <li>4. Assist managers to meet specific service targets within agreed resources.</li> <li>5. Assist team in maintaining appropriate partnership arrangements.</li> <li>6. Maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all, in accordance with relevant legislation and policy.</li> <li>7. Take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties.</li> </ol>	

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| <ul style="list-style-type: none"><li>10. Organise and manage your workload independently, under the supervision and guidance of the Advanced Social Work Practitioner and/or Team Manager.</li><li>11. Liaise and negotiate with local providers and support networks to deliver better outcomes.</li><li>12. Contribute to practice and service development.</li><li>13. Always have regard for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</li></ul> |  |
| <b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b>   |  |

<b>Person Specification</b>	
<b>Education and Knowledge</b> <ol style="list-style-type: none"> <li>1. A Social Work Qualification recognised by Social Work England.</li> <li>2. Registered with Social Work England</li> <li>3. To have completed or be willing to undertake Assessed and Supported Year in Employment (ASYE).</li> <li>4. Any additional qualifications or relevant training relevant to service area. For example, British Sign Language or Deaf/Blind qualification.</li> <li>5. Detailed knowledge of community care services within a health or social care setting.</li> <li>6. Detailed knowledge of legislation in relation to adult services</li> <li>7. Detailed knowledge of current adult social care and health policy drivers.</li> <li>8. Proficient knowledge and use of IT systems</li> </ol>	<b>Personal skills and general competencies</b> <ol style="list-style-type: none"> <li>1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties.</li> <li>2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> <li>3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</li> <li>5. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> </ol>
<b>Experience</b> <ol style="list-style-type: none"> <li>1. At least two years' experience of care work gained through training, paid employment or extensive personal experience or voluntary work.</li> <li>2. Experience of operating as part of a team.</li> <li>3. Experience of independently managing a workload and prioritising demands and tasks to meet objectives efficiently.</li> <li>4. Experience of keeping detailed records and constructing reports or formal letter/submissions.</li> <li>5. Experience of working with the public.</li> <li>6. Demonstrable experience of using information technology in a range of applications.</li> <li>7. Experience of negotiating with representative of partner agencies to achieve objectives.</li> <li>8. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator.</li> </ol>	
<b>Role Dimensions</b> <ol style="list-style-type: none"> <li>1. Undertake assessments which may involve multi professional working or require urgent responses.</li> <li>2. Following appropriate training participate in statutory duties and safeguarding activities under the guidance and supervision of more experienced qualified staff.</li> </ol>	

3. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for people.
4. Contribute to discharge planning in a multi professional environment, when required.
5. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
6. Understand, maintain and apply current departmental policies to casework and work requirements.
7. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.
8. To contribute to the mentoring of new workers and students on placement with the team, with support.
9. Undertake and implement health and safety risk assessments in relation to the provision of community-based services and in relation to vulnerable adults.
10. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre and service advisers and colleagues within the multi-disciplinary team.

*Please attach a structure chart*

Date: 4.12.19



Title	Department	Post Ref.
Experienced Social Worker (Band B)	Adult Social Care, Health & Public Protection	
<b>Job Purpose</b> To be responsible for both the assessment of individual needs and the initiation and co-ordination of a range of outcomes to meet them, promoting the principles of a strength-based approach, personalisation, rights based social work practice, choice and control, to ensure that people can assess and manage their own needs, risks and uncertainties.		
<b>Key Responsibilities</b>  1. Maintain a complex caseload and be responsible for the assessment, support planning and review of complex individual needs and then initiate and co-ordinate a range of outcomes to meet them that promote independence. 2. Undertake assessments using a range of health and social care tools, for example, contributing to continuing healthcare assessments. 3. Be responsible for the identification of potential Reablement opportunities and provide access to those services as required. 4. Promote a Strength Based Approach which embeds the ethos of promoting independence and wellbeing at every opportunity, ensures people can assess their own needs, risks and uncertainties to meet their short- and long-term goals, delaying the need for long term care and support. 5. Identify community and other natural support resources, maximising individual's assets using preventative/universal services and other funding sources, in line with the Adult Care Strategy. 6. Monitor and review ongoing service provision, ensuring all parties involved are fully coordinated, with a focus on wellbeing and outcomes, and that all alternative solutions have been considered. 7. Liaise and negotiate with local providers and support networks to deliver better outcomes. 8. Provide professional detailed information, advice and support to people and their carers, staff and colleagues, by building positive relationships and partnerships. 9. To undertake safeguarding work in the role of Safeguarding Officer.		<b>Key Accountabilities</b>  1. Maintain professional Social Work standards and be accountable for own performance. 2. Accountable for the quality of the work undertaken. 3. Alert managers of issues that could affect quality, budget or performance, including concerns arising from mentoring other staff. 4. Assist managers to meet specific service targets within agreed resources. 5. Assist team in maintaining appropriate partnership arrangements. 6. Maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all, in accordance with relevant legislation and policy. 7. Take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties.

10. Undertake the role of Approved Adult Mental Health Practitioner (AMHP) or Best Interests Assessor (BIA) or Approved Mental Capacity Professional (ACMP), when trained and approved. 11. Contribute to practice and service development including advising, mentoring and assisting less experienced staff. 12. Organise and manage your workload independently, whilst continuously developing skills and experience, under supervision and guidance of the Advanced Social Work Practitioner and/or Team Manager. 13. Always have regard for the confidential nature of the work and not discuss or disclose information to unauthorised parties	
<b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b>	

### ***Person Specification***

#### ***Education and Knowledge***

1. A Social Work qualification recognised by the Health and Care Profession Council (HCPC).
2. Registered with Social Work England or equivalent body and evidence of continuous professional development.
3. Additional qualifications or training relevant to the service area, for example, British Sign Language, blind / deaf qualification.
4. Evidence of relevant post graduate study or post qualifying award.
5. Detailed knowledge of community care services within health or social care settings.
6. Detailed knowledge of the legislation and policy in relation to adult community care services.
7. Detailed knowledge of current adult social care and health policy drivers.

#### ***Personal skills and general competencies***

1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties.
2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.

**Experience**

<ol style="list-style-type: none"><li>1. At least two years post qualification experience which clearly evidences the ability to undertake social work tasks and responsibilities within complex and demanding situations where elements of risk will be present.</li><li>2. Experience of operating as part of a team and assisting others in their work.</li><li>3. Experience of independently managing workload and prioritising demands and tasks to meet objectives effectively.</li><li>4. Experience of keeping detailed records and constructing reports or formal letter / submissions.</li><li>5. Experience of working with members of the public who require support with complex issues.</li></ol>	<ol style="list-style-type: none"><li>3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li><li>4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions</li></ol>
<ol style="list-style-type: none"><li>6. Demonstrable experience of using information technology in a range of applications.</li><li>7. Experience of operating as a Safeguarding Enquiry Officer.</li><li>8. Experience of negotiating with partner agencies to achieve objectives.</li><li>9. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator</li></ol>	<p>and prioritising the resources available.</p> <ol style="list-style-type: none"><li>5. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li></ol>

**Role Dimensions**

1. Undertake complex assessments where elements of risk enablement and safeguarding are common, and urgent responses may be required within a multi-professional environment.
2. Will be trained as or expected to train as an AMPH or AMCP (BIA) and /or Practice Educator dependent on the needs of the service.
3. Contribute towards the skills development of other social care staff, providing professional expert oversight, support, guidance and advice to other professionals, including mentoring new workers
4. Act as a Practice Educator when trained and take social work students on a regular basis
5. Contribute towards the discharge planning in a multi professional environment when required.
6. Undertake statutory duties and responsibilities including safeguarding investigations, risk assessments and associated activities.
7. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for people.
8. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
9. Understand, maintain and apply current departmental policies to casework and work requirements.
10. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.
11. Undertake and implement health and safety risk assessments in relation to the provision of community-based services and in relation to vulnerable adults.
12. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre, service advisers and colleagues within the multi-disciplinary team.
13. Participate in countywide rotas for AMPH or BIA/ AMCP as relevant.

***please attach a structure chart***

Date: 4.12.19