



<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> To be responsible for both the assessment of individual needs and the initiation and coordination of a range of outcomes to meet them, promoting the principles of choice and control, personalisation and self-directed support to ensure that service users 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.</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 independence and personalisation to ensure that service users can assess and manage their own needs, risks and uncertainties within their chosen living environment and meet their identified short and long term goals.</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. Review ongoing service provision as necessary.</li><li>6. Provide professional information, advice and support to service users and their carers.</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><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. Have regard at all times for the confidential nature of the work and note to discuss or disclose information to unauthorised parties.</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. 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 performance.</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>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b></p>		

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. A Social Work Qualification recognised by the Health and Care Professions Council (HCPC).</li> <li>2. To have completed or be willing to undertake Assessed and Supported Year in Employment (ASYE).</li> <li>3. Any additional qualifications or relevant training relevant to service area. For example, British Sign Language or Deaf/Blind qualification.</li> <li>4. Registered with the HCPC.</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> </ol>	<p><b>Personal skills and general competencies</b></p> <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>
<p><b>Experience</b></p> <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> </ol>	
<p><b>Role Dimensions</b></p> <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> <li>3. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for service users.</li> <li>4. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.</li> <li>5. Understand, maintain and apply current departmental policies to casework and work requirements.</li> <li>6. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.</li> <li>7. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.</li> </ol>	

8. 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: 08/06/2016



<b>Title</b> <i>Experienced Social Worker (Band B)</i>	<b>Department</b> <i>Adult Social Care, Health &amp; Public Protection</i>	<b>Post Ref.</b>
<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 choice and control, personalisation and self-directed support to ensure that service users can assess and manage their own needs, risks and uncertainties.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>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.</li><li>2. Undertake assessments using a range of health and social care tools, for example, contributing to continuing healthcare assessments.</li><li>3. Be responsible for the identification of potential reablement opportunities and provide access to those services as required.</li><li>4. Provide professional detailed information, advice and support to service users and their carers.</li><li>5. Promote independence and personalisation to ensure that service users can assess and manage their own needs, risks and uncertainties within their chosen living environment and meet their identified short and long term goals.</li><li>6. 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.</li><li>7. Monitor and review ongoing service provision ensuring all parties involved are fully coordinated.</li><li>8. Liaise and negotiate with local providers and support networks to deliver better outcomes.</li><li>9. To undertake safeguarding work in the role of Safeguarding Officer.</li><li>10. Undertake the role of Approved Adult Mental Health Practitioner (AMHP) or Best Interests Assessor (BIA), when trained and approved.</li><li>11. Contribute to practice and service development including advising, mentoring and assisting less experienced staff.</li><li>12. Organise and manage your workload independently under supervision and guidance of the Advanced Social Work Practitioner and/or Team Manager.</li><li>13. Have regard at all times for the confidential nature of the work and not discuss or disclose information to unauthorised parties</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. 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 performance including concerns arising from mentoring other staff.</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 person who may be affected by the performance of your duties.</li></ol>	
<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. Will be trained as or expected to train as an AMPH / BIA.
3. Additional qualifications or training relevant to the service area, for example, British Sign Language, blind / deaf qualification.
4. Registered with the HCPC or equivalent body and evidence of continuous professional development.
5. Post qualifying award or equivalent.
6. Detailed knowledge of community care services within health or social care settings.
7. Detailed knowledge of the legislation and policy in relation to adult community care services.
8. Detailed knowledge of current adult social care and health policy drivers.

**Experience**

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.
2. Experience of operating as part of a team and assisting others in their work.
3. Experience of independently managing workload and prioritising demands and tasks to meet objectives effectively.
4. Experience of keeping detailed records and constructing reports or formal letter / submissions.
5. Experience of working with members of the public who require support with complex issues.
6. Demonstrable experience of using information technology in a range of applications.
7. Experience of operating as a Safeguarding Officer.

**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.
3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
5. Ability to meet agreed objectives and delivery targets by the effective use of resources.

**Role Dimensions**

1. Undertake complex assessments where elements of risk management and safeguarding are common, and urgent responses may be required within a multi-professional environment.
2. Undertake statutory duties and responsibilities including safeguarding investigations, risk assessments and associated activities.
3. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for service users.
4. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
5. Understand, maintain and apply current departmental policies to casework and work requirements.
6. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.

7. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.
8. 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.
9. Participate in countywide rotas for AMPH/BIA as relevant.

***please attach a structure chart***

Date: 08/06/2016