



<b>Title</b> <i>Social Worker (Newly Qualified)</i>	<b>Department</b> <i>Adult Social Care, Health and 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 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.		
<b>Key Responsibilities</b> <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. Maintain a social work caseload whilst continuously developing skills and experience with appropriate supervision and support.</li><li>3. Following appropriate training, undertake assessments using a range of health and social care tools, for example, Continuing Health Assessments, Decision Support tools and Deprivation of Liberty.</li><li>4. Be responsible for the identification of potential reablement opportunities and provide access to those services as required.</li><li>5. Provide professional information, advice and support to service users and their carers.</li><li>6. Organise and manage your workload independently, under the supervision and guidance of the senior practitioner and/or team manager.</li><li>7. Promote 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 within their chosen living environment and meet their identified short and long term goals.</li><li>8. Identify community and other natural support resources, maximising individual's assets using benefits, preventative/universal services and other funding sources.</li><li>9. Monitor and review ongoing service provision ensuring all parties involved are fully co ordinated.</li><li>10. Liaise and negotiate with local providers and support networks to deliver better outcomes.</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.</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>	

<p>11. Contribute to practice and service development.</p> <p>12. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b></p>	

<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. A Social Work qualification recognised by the GSCC.</li> <li>2. Any additional qualifications or training relevant to the service area for example: British Sign Language.</li> <li>3. Registered with the GSCC or equivalent body.</li> <li>4. Detailed knowledge of community care services within a health or social care setting.</li> <li>5. Detail knowledge of the legislation in relation to adult community care services.</li> <li>6. Detailed knowledge of current Adult Social Care and Health policy drivers, e.g. Think Personal, Act Local.</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>7. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> <li>8. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>9. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</li> <li>10. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> </ol>
<p><b><i>Experience</i></b></p> <ol style="list-style-type: none"> <li>11. At least two years experience of care work gained through, training, paid employment or extensive personal experience or voluntary work.</li> <li>12. Experience of operating as part of a team.</li> <li>13. Experience of independently managing a workload and prioritising demands and tasks to meet objectives efficiently.</li> <li>14. Experience of keeping detailed records and constructing reports or formal letter/submissions.</li> <li>15. Experience of working with the public.</li> <li>16. Demonstrable experience of using information technology in a range of applications.</li> <li>17. Experience of negotiating with representative of partner agencies to achieve objectives.</li> </ol>	
<p><b><i>Role Dimensions</i></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</li> </ol>	

experienced qualified staff.

3. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for service users.
4. Carry out joint home visits with other professionals and engage in discharge planning in a multi professional environment.
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. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.
9. 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: V.5.8.5.12



<b>Title</b> <i>Social Worker (Experienced)</i>	<b>Department</b> <i>Adult Social Care, Health and 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 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.		
<b>Key Responsibilities</b>  13. Be responsible for the assessment, support planning and review of complex individual needs and then initiate and co-ordinate of a range of outcomes to meet them. 14. Maintain a more complex caseload including safeguarding work. 15. Following appropriate training undertake assessments using a range of health and social care tools, for example, Best Interests Assessor, Decision Support Tool, Continuing Health Care Assessments and Deprivation of Liberty. 16. Be responsible for the identification of potential reablement opportunities and provide access to those services as required. 17. Provide professional detailed information, advice and support to service users and their carers. 18. Promote 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 within their chosen living environment and meet their identified short and long term goals. 19. Identify community and other natural support resources, maximising individual's assets using benefits, preventative/universal services and other funding sources. 20. Monitor and review ongoing service provision ensuring all parties involved are fully co ordinated. 21. Liaise and negotiate with local providers and support networks to deliver better outcomes. 22. Contribute to practice and service development including advising, mentoring and assisting less experienced staff - particularly in relation to tasks that may be undertaken to support the qualified and experienced role.	<b>Key Accountabilities</b>  1. Accountable for own performance. 2. Accountable for the quality of the work undertaken. 3. Alert managers of issues that could affect 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 person who may be affected by the performance of your duties.	

<p>23. Organise and manage your workload independently under the supervision and guidance of the senior practitioner and/or team manager.</p> <p>24. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b></p>	

<p><b>Person Specification</b></p>	
<p><b>Education and Knowledge</b></p> <p>18. A Social Work qualification recognised by the GSCC.</p> <p>19. Additional qualifications or training relevant to the service area for example: British Sign Language, Deprivation of Liberty.</p> <p>20. Registered with the GSCC or equivalent body and evidence of continuous professional development.</p> <p>21. Post qualifying award or equivalent.</p> <p>22. Detailed knowledge of community care services within health or social care settings.</p> <p>23. Detailed knowledge of the legislation and policy in relation to adult community care services.</p> <p>24. Detailed knowledge of current Adult Social Care and Health policy drivers, e.g. Think Local Act Personal.</p>	<p><b>Personal skills and general competencies</b></p> <p>25. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</p> <p>26. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</p> <p>27. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</p> <p>28. Ability to meet agreed objectives and delivery targets by the effective use of resources.</p>
<p><b>Experience</b></p> <p>29. 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.</p> <p>30. Experience of operating as part of a team and assisting others in their work.</p> <p>31. Experience of independently managing workload and prioritising demands and tasks to meet objectives effectively.</p> <p>32. Experience of keeping detailed records and constructing reports or formal letter/submissions.</p> <p>33. Experience of working with members of the public who require support with complex issues.</p> <p>34. Demonstrable experience of using information technology in a range of applications.</p> <p>35. Experience of negotiating with representatives of partner agencies to achieve</p>	

objectives.

***Role Dimensions***

10. Undertake complex assessments where elements of risk management and safeguarding are common, and urgent responses may be required within a multi professional environment.
11. Undertake statutory duties and responsibilities including safeguarding investigations, risk assessments and associated activities.
12. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for service users.
13. Carry out joint home visits with other professionals and engage in discharge planning in a multi professional environment.
14. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
15. Understand, maintain and apply current departmental policies to casework and work requirements.
16. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.
17. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.
18. 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: v.4.8.5.12