

JOB DESCRIPTION

Section 1	
JOB TITLE:	Social Worker
PAY BAND:	Band 6
Section 2	
LOCALITY / DEPT:	To work as a social worker within a designated team
ACCOUNTABLE TO:	Advanced Practitioner
REPORTS TO:	Team Manager
RESPONSIBLE FOR:	n/a
JOB SUMMARY:	Commensurate with demonstrable level of practice and continued professional development, work within the Standards of conduct, performance and ethics as described by the Health and Care Professional Council (HCPC), ensuring compliance with legal, organisational and multi-agency requirements and working independently carry a caseload and undertake a range of community care and safeguarding assessments of complex or unusual cases including appropriate management of risk. Ensure the safeguarding and duty of care of adults and children, families and carers in ways that balance promotion of well-being, independence choice and control with the need to protect people from abuse and neglect.
LIAISES WITH:	
Section 3	
<u>KEY RESPONSIBILITIES:</u>	
<ol style="list-style-type: none"> 1. Provide information and support to enable people, groups and communities to access universal services, commission a range of services designed to minimise risks, and improve the quality of life for individuals, families, carers/carer groups and Communities. Demonstrate critical awareness of current issues and evidence based best practice. 2. Balance needs and risks with rights and choices, taking account of power differences and promoting positive outcomes for individuals, families and carers. 3. Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and reviewing of care planning activities. 4. Accurately record and critically analyse information, following organisational policies and meet organisational responsibilities for safeguarding. 5. Work across organisational boundaries and contribute to the work of established and developing multi agency teams, applying your skills, knowledge and professional judgement within the council and agency requirements helping to ensure seamless service responses to individuals with multiple needs. 6. Undertake social work with families in order to reduce the need for care or accommodation and a range of community care and safeguarding assessments in accordance with relevant statutory requirements, identifying risks and appropriate support plans. 7. Maintain and update case notes and other records, prepare statements or reports for, attend and give evidence in court in care proceedings, private law cases and adoption proceedings or other Court related matters. 8. Undertake statutory duties relating to safeguarding concerns, alongside a more experienced 	

Social Worker where appropriate.

9. Develop expertise in one or more areas of practice, and familiar with local resources and be recognised by peers as a source of reliable knowledge and advice.
10. Work independently and demonstrate an ability to adapt their approach to more complex cases.
11. Balance needs and risks with rights and choices, taking account of power differences and promoting positive outcomes for individuals, families and carers.
12. Working with individuals, families, carers/carer groups and communities within organisational and local multi-agencies, enabling them to contribute toward service planning, critically review, clarify and express their needs, evaluate the outcomes of support and safeguarding plans, identify and agree changes and determine responsibilities for implementation.
13. Undertake preventative work with children and families in order to reduce the need for care or accommodation and a range of community care and safeguarding assessments in accordance with relevant statutory requirements, identifying risks needs and options
14. Communicate effectively with individuals, families, carers and other professionals to negotiate and produce personalised outcome focused planning and assessments that meet assessed need and promote independence and wellbeing.
15. Create and maintain appropriate relationships with individuals, families, carers, other professionals, groups and communities that promote equality and trust.
16. Ensure a duty of care and the safeguarding of adults and children, families and carers in ways that balance promotion of wellbeing, independence, choice and control with the need to protect people from abuse and neglect.
17. Investigate allegations of neglect or ill treatment of individuals.
18. Contribute to meetings with team members, individuals, families, carers and other professionals.
19. Where appropriate and within the National Competency Framework support/guide students or other members of the team. Offer advice and undertake assessments when necessary and relevant on financial support available.
20. Able to demonstrate social work knowledge, values and skills in line with post qualifying experience and in line with the National Competency Framework.
21. Provide interventions which ensure value for money.
22. Plan, review and organise workload in conjunction with Manager to ensure deadlines are met and appropriate actions taken in a timely manner.
23. Demonstrate an ability to organise and prioritise workload and manage conflicting priorities within their caseload.
24. Produce and review personalised outcome focussed plans and assessments which promote independence and wellbeing.
25. Work within agreed policies, procedures and legislation.
26. Work to a range of legal options to support investigation and protection.
27. Working with more complex situations the post holder at this level is expected to undertake cases independently and demonstrate an ability to adapt their approach accordingly.
28. Exercise high quality judgements, in situations of increasing complexity, risk, uncertainty and challenge.
29. Contribute to the supervisory process and on cases under their jurisdiction make decisions on their outcome in conjunction with their manager.
30. Escalate more complex issues to Manager.

Section 4

1. HEALTH AND SAFETY

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

2. INFECTION PREVENTION AND CONTROL

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non-

clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies, and make every effort to maintain high standards of infection prevention at all times in accordance with The Health and Social Care Act 2008: code of practice on the prevention and control of infections and related guidance (2015). All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust, and any contracted staff have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Relevant staff members must attend an annual face to face training session or complete the e learning session provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

3. EQUALITY AND DIVERSITY

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

4. COMPETENCY OF HEALTH PROFESSIONALS

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness and honesty.

6. SAFEGUARDING

Everyone within CWP has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

7. KSF

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

8. SUPERVISION

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

Section 5

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
Qualifications	<ul style="list-style-type: none"> • Social Work qualification e.g. Degree in Social Work; DipSW or equivalent. • Be registered with the HCPC and able to evidence this. • Evidence of continuing professional development in line with PCF. • Required to undertake the practice educator award 	<ul style="list-style-type: none"> • Relevant post-qualifying/vocational training courses. 	
Knowledge and Expertise	<ul style="list-style-type: none"> • Able to demonstrate practice which supports the core principles of the College of Social Work and Families and Wellbeing Directorate. • Knowledge of legislation relevant to the Service Area e.g. Adults: Mental Health Act 1983 (MHA) and/or the Mental Capacity Act 2005 (MCA) Disability Discrimination Act 1995; Care Act 2014; Safeguarding • Understanding of confidentiality and data protection requirements. • Able to communicate verbally and in writing with a range of people including families and professionals. • Able to demonstrate organisational skills. • Awareness of current practice issues and challenges facing Social Workers • Commitment to anti-discriminatory practice. • Able to work with individuals, families, carers/carers groups, irrespective of their circumstances and background. • Must be willing to move across teams according to the needs of the service. • An understanding of and an ability to deliver excellent customer service and to work 	<ul style="list-style-type: none"> • Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to their job role. 	

Section 5

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
	<ul style="list-style-type: none"> in partnership with individuals, families, carers/carer groups, colleagues in the council and partner agencies. Sound assessment and interviewing skills. Demonstrate appropriate IT skills e.g. use of Microsoft Office etc 		
Experience	<ul style="list-style-type: none"> Proven experience of working with carers. Experience of working with vulnerable individuals and families. Experience of arranging support plans and/or packages of care. Experience of working with partner agencies in a professional capacity. 	<ul style="list-style-type: none"> Experience of working with carers and families. Experience of arranging packages of care. Experience of working in a Local Authority setting. Working in a multi-agency team. Experience of working with a range of families with different issues and needs. 	
Analytical and judgemental skills			
Personal skills	<ul style="list-style-type: none"> Able to travel within or outside the Borough. Department of Adult Social Services 		

To be completed by HR

Job Number:	1224a	Version No:		Issue Date:	15/07/2019
KSF Number:		Version No:		Issue Date:	
Jurisdiction of JD:					