

## Job Description and Person Specification

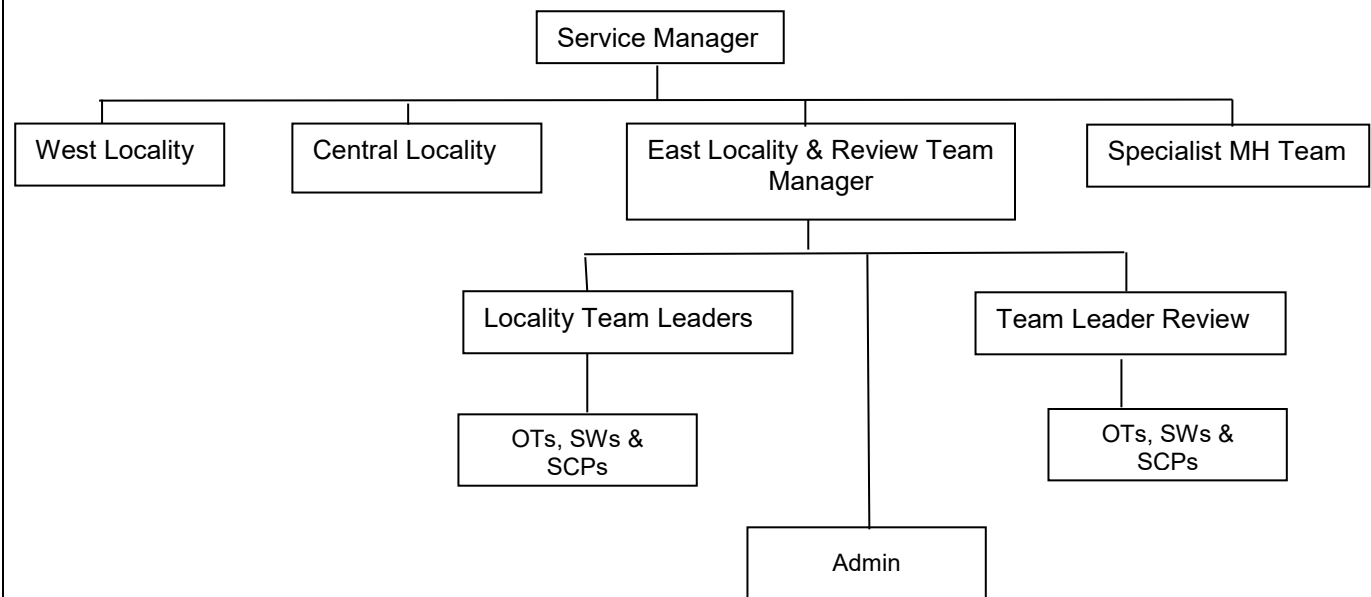
|                       |                   |
|-----------------------|-------------------|
| <b>Job title:</b>     | Social Worker     |
| <b>Directorate:</b>   | Communities       |
| <b>Service:</b>       | Adult Social Care |
| <b>Team:</b>          | East Locality     |
| <b>Post number:</b>   | 04340             |
| <b>Salary grade:</b>  | H-I               |
| <b>Work location:</b> | Turnham's Green   |
| <b>Reports to:</b>    | Team Leader       |
| <b>Supervises:</b>    |                   |

### Job Purpose

- To receive and respond suitably to contacts from people who need support and their carers.
  - To work with those people to identify how their needs affect them and what needs to happen to manage those needs.
  - To maximise the opportunities for vulnerable people to be in control of their lives and to live as independently as possible.
  - Where appropriate, to review those arrangements.
  - To undertake suitable work as required in relation to:
    - Safeguarding
    - Mental Capacity
    - Deprivation of Liberty
    - Assessment and management of risk.
    - CHC
  - To develop relevant expertise and knowledge appropriate to their role as a Social Worker.
  - To provide social work expertise to other team members and undertake supervisory responsibilities as directed by the Team Leader.
  - To apply best value principles.
  - To record all relevant details relating to their work.
  - To take an approach which prevents, reduces or delays the need for care and support.
- NB: Some social work posts will have specific responsibilities such as AMHP/those related to specialisms.***

This is a front-facing role which requires fluency in the English Language.

## Structure Chart



## Main Duties and Responsibilities

To comply with the requirements of Social Work England.

To provide people with good quality advice and information relating to care and support.

When relevant, to work with people to connect them to community resources.

When necessary, to work with people in crisis to stabilise their situation.

When necessary, to work with people to meet long-term care and support needs.

When necessary, to review care and support arrangements.

Where appropriate, to arrange Direct Payments.

To undertake supervisory functions as directed by the Team Leader.

- To ensure that service users are safeguarded by acting in line with the Care Act and Mental Capacity Act.
- To assist service users and carers to construct a Support Plan which meets their needs, outcomes and covers identified risks. In doing so, offering the widest possible flexibility and choice through comprehensive engagement with the family, the community, activities, voluntary organisations, and provider services
- To communicate clearly.
- To ensure that all records / reports, in whatever format, are completed thoroughly and accurately.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.
- To ensure that own practice is of the required standard by knowing and implementing

### Main Duties and Responsibilities

relevant policies, procedures and guidance.

- To actively participate in supervision and appraisal, and relevant training.
- If post qualified for 3 years, you will be expected to act as a placement supervisor, supervisor of unqualified staff and to support the NQSW system as required. Team managers will determine the appropriateness of taking on these responsibilities.

### Scope (impact on/control of resources, people, money etc)

- The post holder is responsible for identifying and recommending services or expenditure to meet people's care and support needs.
- No direct budget responsibility
- The post holder shares in the wider responsibility of ensuring that Public Funds are used wisely and effectively.

### Person Specification

| Qualifications   | Essential/<br>Desirable | Internal<br>Use Only |
|--|-------------------------|----------------------|
| Professional qualification in Social Work  | E                       | 1                    |
| Post Qualifying qualification  | D                       | 1                    |
| Best Interests Assessor or willingness to work towards within 2 years  | D                       | 2                    |
| CPD Record   | E                       | 2                    |
| Experience   |                         |                      |
| Experience of working with Colleagues from other disciplines   | E                       | 1                    |
| Knowledge and understanding  |                         |                      |
| Knowledge of Direct Payments system  | E                       | 1                    |
| Knowledge of national legislation including Care Act, Mental Capacity Act  | E                       | 2                    |
| Knowledge of Health and Social Care services, private and voluntary services   | E                       | 3                    |
| Knowledge of Safeguarding Adults procedures  | E                       | 4                    |
| Knowledge of national and local policy and guidance appropriate to relevant areas of work  | E                       | 5                    |
| Skills and abilities   |                         |                      |
| Ability to use Outlook, and a web browser to access information  | E                       | 1                    |
| Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)  | E                       | 2                    |
| Ability to work in close conjunction with customers and carers, Health, voluntary organisations, and others to achieve outcomes in the light of particular conditions, giving expert advice and guidance on realistic goals. | E                       | 3                    |
| Ability to use electronic systems specific to Adult Social Care  | E                       | 4                    |
| Ability to guide, advise or supervise others.  | E                       | 5                    |
| Work-related personal qualities  |                         |                      |
| Commitment to ensuring anti-discriminatory and anti-oppressive practice  | E                       | 1                    |
| Positive attitude towards risk enablement / management   | E                       | 2                    |
| Ability to prioritise and delegate   | E                       | 3                    |

|  |        |   |
|--|--------|---|
| Good interpersonal skills – communicating, listening, responding   | E      | 4 |
| <b>Other work-related requirements</b>   |        |   |
| Full driving license and use of a vehicle for work   | E      | 1 |
| Registered with Social Work England  | E      | 2 |
| Flexibility and adaptability   | E      | 3 |
| Take part in Duty Rota as required   | E      | 4 |
| This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post | E      | 5 |
| Enhanced DBS check with relevant barred list/s   | Yes/No |   |
| Is this post politically restricted?   | Yes/No |   |