

Social Worker - Adult Services

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Reading
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Job Description

Job Title Social Worker

Location Reading Adult Services

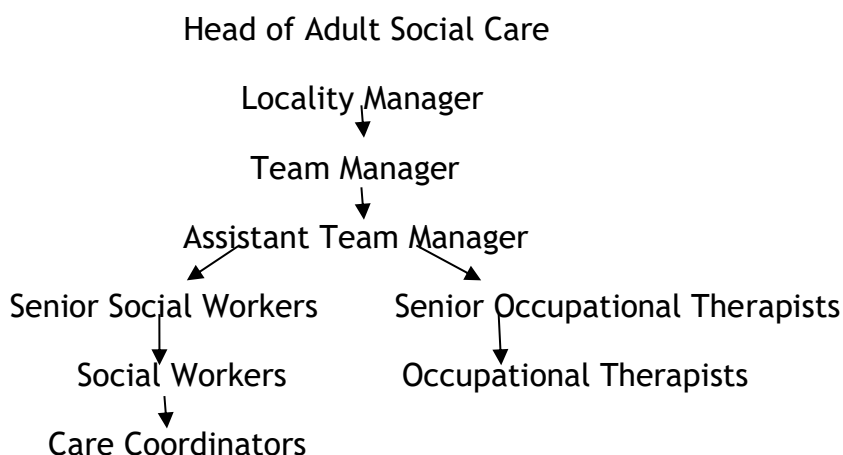
Grade/Salary Range RGSW5/6/7 to the gateway - spine points 22 to 36, with gateway at SCP 25, career progression at SCP 28, gateway at SCP 31 and career progression at SCP33.

Service/Directorate Adult Social Care
Directorate Adult Care and Health Services (DACHS)

Job Purpose

1. To undertake assessment, review and care and support planning with individuals and their carer, promoting well-being, independence and protection. To enable people to identify their needs and outcomes and to implement and review support plans to meet them, liaising with other agencies when required. To work within the framework provided by statute, guidance, policies and procedures.
2. To provide supervision or line management to Care Coordinators and/or Social Workers according to career grade.

Designation of Post and Position within Departmental Structure



Main Duties and Responsibilities

1. To undertake complex assessments and reviews
2. To undertake Best Interests assessments under the Deprivation of Liberty safeguards on completion of the training.
3. To work collaboratively with individuals, their carer, families and other relevant people to gather information for the purpose of assessing and reviewing the individual's needs.
4. To develop and maintain an understanding of eligibility criteria and to apply these criteria to individual's needs.

5. To take a person centred approach, identifying what is important to each individual, and taking the impact of race, ethnicity, and background into account.
6. To participate in multi-disciplinary/agency working.
7. To develop and maintain knowledge, understanding and links with community resources, voluntary agencies and service providers in order to identify the best options available to meet individual's assessed needs.
8. To work collaboratively with individuals to identify and implement care and support plans to meet needs.
9. To monitor/review cases in a timescale appropriate to the circumstances and at least annually, ensuring that needs remain met.
10. To complete and maintain accurate and up to date records.
11. To work in accordance with statutory legislation and Reading Borough Council policies and procedures.
12. To ensure confidentiality in all aspects of work for Reading Borough Council.
13. To be accountable to the Team Manager and to participate in regular supervision, training and team meetings.
14. To work effectively as a member of a team and demonstrate an understanding of team dynamics.
15. To provide a social work service to a high professional standard.
16. To maintain continuous professional development in accordance with the standards set by the governing body.
17. To manage a mixed caseload including more challenging situations which involve vulnerable people with complex problems, the proportion of which will increase as experience and competence progress.
18. To undertake safeguarding investigations when competent under supervision, attending strategy meetings, case conferences and reviews and taking a lead role when appropriate.
19. To provide training, supervision or line management to Care Coordinators and/or Social Workers according to career grade.
20. To contribute to the development of the service.
21. To contribute to the provision of a service 7 days a week for which an appropriate enhancement will be paid if applicable.

Criteria to progress through the Gateways and Grades:

Progression will be dependent on positions and budget being available.

- Progression through the gateway at SCP 25 on passing the ASYE and demonstrating competencies at ASYE level in the BASW competency framework.
- Progression to RGSW6 Experienced Social Worker on becoming a practice educator, providing student and ASYE placements and demonstrating competencies at Experienced Social Worker level in the BASW competency framework.
- Progression through the gateway at SCP 31 on demonstrating in depth knowledge of a specific condition or area of practice, evidence of applying this

Last Evaluated March 2017 (JE Codes: R1101 NQ, R1103, R1104 experienced) AP

to practice and of sharing this knowledge across the operational teams thereby improving practice.

- Progression to RGSW7 Higher Specialist Social Worker on demonstrating competencies at Advanced Level in the BASW competency framework.

Scope of Job (Budgetary/Resource Control/Impact)

1. To involve and support people and their carer in decision making that affects their lives.
2. To carry out assessments in order to inform recommendations for meeting assessed needs.
3. To work in partnership with Council Departments and others in order to ensure efficient and effective outcomes for people.
4. To prepare detailed information about people's needs and resources required for consideration by appropriate management authority.
5. A wide range of contacts within the Council and other Agencies to promote and deliver effective services for users and carers.
6. Supervision or line management of Care Coordinators and/or Social Workers

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	YES
If *, does the post require a check against the list of people barred from working with children?	NO
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	N/A
Is this post "politically restricted"?	NO
Responsibility for Health & Safety:	LEVEL 1
Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	Social Workers have a responsibility to carry out risk assessments, identify and implement risk management plans for people at risk.
Please specify any other Statutory Duties and/or responsibilities of this post not	N/A

already covered in the “Main Duties & Responsibilities” above

Person Specification

Qualifications/Education/Training

1. Professional Social Work qualification
2. Current registration with the professional governing body.
3. Qualification as a Best Interests Assessor to be gained within 3 years of employment.

Experience

1. Experience of assessing needs and implementing care and support plans.
2. A wide range of experience of working with professionals from other agencies.
3. Experience of managing own workload.

Skills, Abilities & Competencies

1. The ability to independently interpret and analyse varied and complex information or situations and to produce solutions.
2. The ability to undertake assessment of complex needs and develop, monitor and review care and support plans in collaboration with people, their carer and other agencies.
3. The ability to use coaching skills and enabling approaches whenever possible to support people to maintain or regain independence and to meet needs which may be difficult to satisfy.
4. The ability to organise own workload and to determine priorities.
5. The ability to use own initiative to respond independently to difficult problems and unexpected situations and seek advice when necessary.
6. The ability to communicate fluently, verbally and in writing, with a wide range of people.
7. The ability to write complex reports, working under pressure, meeting deadlines and dealing with interruptions.
8. To be able to operate our electronic social care system and to use an electronic calendar, word processing and spreadsheets.
9. The ability to maintain own wellbeing and that of others. To be able to cope with intense emotional demands arising from working with vulnerable people experiencing difficult and distressing life situations.
10. Ability to work well with colleagues on all levels and from other disciplines as a member of a team. Demonstrate and communicate a clear understanding of own role and that of others.
11. Demonstrate and continue to develop knowledge of theories related to Social Work practice and an ability to apply them to achieve positive outcomes for people.
12. The ability to provide professional supervision or line management to Care Coordinators or Social Workers according to career grade.

13. The ability to use supervision effectively and to implement reflective practice.
14. The ability to implement the principles of best value and to identify the most cost effective solutions.
15. The ability to work within a legislative framework and to follow policies and procedures.

Specific Working Requirements

1. To contribute to the provision of a service 7 days a week.
2. Ability to drive a car.