

JOB DESCRIPTION

Job Title:	Advanced Social Work Professional
Directorate & Section/Unit:	People, Adult Social Care
Salary Grade:	PO2
Reporting to:	Team Manager
Management Responsibility for:	Qualified Social workers and administrative staff where appropriate within a Social Work Team

Our People values:

To uphold and act in accordance with Worcestershire County Council's values;

- Customer Focus** – Ensure delivery of a high-quality service which meet the needs of customers.
- Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive

Purpose of job:

1. To operate as an Advanced Social Work Professional, taking a lead role in Safeguarding, Forensic Work and complex work within the team
2. To provide a consultative role within the team, based on developing skill, experience and expertise.
3. To manage predominantly experienced social work staff and, where required, other social work staff within the team, as well as administrative staff where appropriate
4. To use advanced expertise and knowledge to hold a small number of the most complex cases.

Main Activities & Responsibilities:

1. To be the lead professional on Safeguarding / Adult Protection matters within the team, ensuring that all team members are working in accordance with current safeguarding and adult protection policies and procedures and have received relevant safeguarding training for their role.
2. To chair Adult Protection meetings and attend these on behalf of the team where they are chaired by the Adult Protection Team or other local authorities.
3. To hold a small number of complex cases within the team.
4. To act as a consultant to the team providing expert advice and guidance at the request or direction of the Team Manager
5. To link with health staff and those from other organisations to provide a coherent service to vulnerable adults.
6. To authorise resource allocation (Individual Budgets) and Support Plans at the request or direction of the Team Manager, within defined levels of delegation.
7. To work alongside the Team Manager to ensure the smooth day to day operation of the Team, e.g. allocation and progression of work

8. To deputise for the Area Manager as required.
9. To manage predominantly experienced qualified social work staff
10. To assist with recruitment and selection of staff
11. To ensure that staff Social Work England registration is kept up to date and in order
12. To provide regular supervision and support to directly managed staff
13. To carry out staff appraisals as required, in accordance with agreed policy and to identify the learning and development needs of staff
14. To assist the Team Manager with matters of discipline and performance of team members as delegated
15. To assist the Team Manager in respect of ensuring safe and robust recording systems within the team and to monitor / audit case records on a regular basis
16. To contribute to the development of the service, e.g. through research and development, and keeping the Team updated on current practices, policies and procedures.
17. To establish mechanisms within the team to promote practice development and ensure opportunities are available for reflective practice.
18. To lead on specific projects including service development as required.
19. To support partnership working with colleagues in Secondary Mental Health Services, Forensic Service and Primary Health Services.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Bureau (CRB) check (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (CRB) and the relevant children and/ adults barred list(s) checks.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: DMT, Service Managers, Operational Staff, Legal Services, Commissioning Team

External: Service Users, their carers and family, staff of partnership agencies, e.g. Housing Managers of District Councils, Health Managers and operational staff of these agencies, Senior Police Officers, Care Quality Commission.

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

Date updated: December 2020
Date grading confirmed: 17/04/18

PERSON SPECIFICATION

Job Title:	Advanced Social Work Professional
Directorate & Section/Unit:	Adult Social Care
Salary Grade:	PO2

EXPERIENCE:

It is **essential** that the postholder has:

- Significant post-qualifying experience including considerable level 3 experience.
- Proven experience of working effectively with Service Users who are assessed as having very complex problems, including adult protection issues
- Demonstrable experience of ensuring the full and active participation of users and carers
- Demonstrable experience of promoting and implementing equality and diversity
- Demonstrable knowledge of relevant legislation and practice guidance and current thinking and delivery of person-centred approaches and the personalisation agenda
- Experience and use of IT systems and communications tools.
- Proven experience of producing clear and precise reports.
- Understanding of the principles of Adult Social Care funding

It is **desirable** that the postholder has:

- Knowledge of related legislation and guidance and Adult Social Care funding policies
- Knowledge of Self Directed Support

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the postholder has:

- Good verbal and written communication skills and ability to present information appropriately
- Demonstrable ability to work effectively across organisational and professional boundaries.
- Ability to chair meetings effectively
- Ability to manage and mentor staff within a Team.
- Ability to manage individual staff performance issues
- Ability to motivate and support staff through change
- Ability to function at an appropriate level of autonomy.

- Ability to use research to develop and inform practice.
- Ability to lead on specific projects.
- Ability to organise and prioritise a complex workload and manage conflicting demands.
- Proven ability to operate within established policies and procedures.
- Proven ability to evaluate the effectiveness of the services to meet outcomes and contribute to development of new ones.
- Demonstrable commitment to continuing professional development.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the postholder has:

- A professional qualification in social work eg Social Work Degree, DipSW, CQSW or other equivalent qualification.
- Social Work England registration

It is **desirable** that the postholder has:

- Full Post Qualifying Award
- Supervisory experience