

JOB DESCRIPTION

Job Title: Adults Social Worker
Directorate & Section/Unit: People
Reporting to: Team Head of Service
Responsible for: Not Applicable
Salary Grade: SCP22 – SCP31
DMA Management Level: Front Line
DMA Span of Control (Direct Reports): Not Applicable

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 meets 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:

- To listen and connect with adults and carers to promote their well-being and to maximise independence and access to community resources.
- To be a point of contact for members of the public and professionals, screening and directing contacts to the right service to meet the residents' needs.

Main Activities & Responsibilities:

- To work with adults, using a strength-based approach, who have complex or fluctuating needs and require intensive support to reduce and manage those risks.
- To work in partnership and engage other professionals to ensure there is a multi-agency approach which enables the adult and/or their carer to live as independently as possible.
- To meet statutory requirements including best practice in relation to the principles of the Care Act 2014 and the Mental Capacity Act 2005 and the Mental Health Act 1983.
- As an experienced social worker, it is a requirement to be autonomous in the application of relevant legislation, policy, procedures and social work theory.
- To support the professional and practice development of social care workers, newly qualified social workers and level 2 social workers within teams through reflective practice, peer support, mentoring and 'buddy' system.
- To support and promote opportunities for students within the team, including shadowing.
- To identify and support adults and carers who may be at risk of abuse or neglect using Making Safeguarding Personal and complete section 42 enquiries as directed.
- The Social Worker may be expected, on occasions, to represent the Authority in court and also may be required to attend as a witness or give evidence.
- To represent the service, adults and carers' views at a range of meetings and exchange information, make decisions and review progress.
- To carry out meaningful conversations which determine eligibility under the Care Act (2014).
- To engage with adults and their carers using a strengths-based approach to identify available resources to meet their needs (wherever possible).

- To build to excellent and effective relationships with other agencies and the local community to sign- post when appropriate.
- To develop creative support plans which focus on the outcomes of adults to promote their independence and ensure Care Act (2014) needs are met in a way which helps to maximise this.
- To gather and analyse from a variety of sources that will provide an informed judgement for the decisions you make.
- To identify any potential deprivation of liberty and ensure the least restrictive means of care provision prior to instigating legal proceedings.
- To promote the welfare of Children and discuss any safeguarding concerns with the Adult Safeguarding Team.
- To consider eligibility for Continuing NHS Healthcare, completing CHC Checklists and referring on to request that a full Decision Support Tool is completed and contributing to this appropriate.
- The Social Worker will undertake duty responsibilities in line with the requirements of the team.
- The Social Worker must maintain accurate records in-line with the Adult Services' Recording Policy
- To prepare and participate in reflective practice and supervision.
- To make financial decisions within the boundaries of Adult Social Cares Devolved Decision Making Policy and seek support and authorisation for decisions above the level set.
- The Social Worker must meet the continuing professional development requirements of the professional regulator and keep abreast of legislative changes.

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 Equality and Diversity 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 Check (Via the Disclosure Barring Service, DBS) (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 (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.
- It may not be necessary for you to undertake out-of-hours stand-by duties whilst there is an Emergency Duty Team. If, however, you volunteer to assist the Emergency Duty Team, payment will be as follows:
 - Stand-by duty allowance in accordance with NJC rates, which also covers occupied time of one hour or less in the session.
 - For any additional occupied time, the appropriate overtime rates as determined by the County Council from time to time.

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: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff.

External: District & County Councils, Government agencies and departments, healthcare professionals, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers, statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers.

Additional Information:

- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner.
- 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.

*** WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: Adults Social Worker
Directorate & Section/Unit: People
Salary Grade: SCP 19 – SCP 31

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience in social work, including assessment and support planning with both individuals and carers to improve their well-being.
- Significant experience of working in social care with adults, especially older adults and adults with physical disabilities.
- Significant experience of ensuring the full and active participation of users and carers in their own care arrangements.
- Significant experience of working in conjunction with other health and social care agencies and professionals.
- Significant experience of using community resources, family and natural networks of support to create sustainable packages of care for individuals and help prevent, reduce or delay the need for statutory services.
- Demonstrable experience of supporting and mentoring others.

It is **desirable** that the post holder has:

- Experience of practice educating or supervising.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge of theories and practice relating to Social Work to achieve successful outcomes for adults and carers.
- Detailed knowledge of current legislation relating to adults and carers.
- Detailed knowledge of strength-based practice.
- The ability to communicate clearly and effectively both orally and in writing.
- Good inter-personal skills and the ability to relate to a wide range of people.
- The ability to organise work effectively and deal with multiple priorities.
- The ability to work as part of a multiple disciplinary team and build strong working relationships with other agencies and communities.
- Good IT skills.
- Assessment and support planning skills relating to work with adults and carers including those with complex needs.
- Partnership working and negotiation skills.
- Ability to manage conflict situations.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A professional qualification in social work.
- Current Social Work England registration.

It is **desirable** that the post holder has:

- Any relevant post-qualifying award.
- Practice Educator Level 2.
- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office.

Review Date: April 2022