



Job description	
Job title	Social Worker
Grade	Qualified pay band L
Directorate	Adult Social Care (ASC)
Section/team	Combined Locality Team/Review Team/Mental Health Team/Hospital Discharge/MASH
Accountable to	Team Manager
Responsible for	Professional Standards – SWE
Date reviewed	July 2024

Purpose of the Job

Under the supervision of the Team Manager the social worker/ post-holder will ensure that the needs of adults referred to Adult Social Care are assessed and identified, met, safeguarded and monitored in accordance with the requirements of the Care Act 2014 and Knowsley's safeguarding policy and procedures.

To carry a workload reflecting increasing complexity, risk, uncertainty and challenge in line with the capability of an experienced Social Worker. Regular supervision will be provided in line with the departmental supervision policy.

To work with relevant current legislation and procedural framework in collaboration with adults in the specified service area, to assess their needs, identify options for meeting those needs, negotiate and review appropriate care promoting individual well-being.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Promote the welfare and safeguarding of adults in Knowsley.
2. To carry out timely assessments on knowsley adult residents in accordance with the Asset based model of assessment together with supporting guidance.
3. To respond to safeguarding referrals received through Knowsley's Multi-Agency Safeguarding Hub
4. Ensure interim/long term protection/risk management plans are in place in accordance with the principles and practice of Making Safeguarding Personal. Ensuring that people are actively involved in the safeguarding process and



supporting the outcomes they wish to achieve, in consultation with family/carers and key professionals.

5. Have a good understanding of the Care Act 2014, MCA and DoLS legislation and its implementation.
6. To carry out safeguarding enquiries within a timely manner.
7. Ensure assessments and planning for people, actively promote the participation and engagement of all relevant agencies, the person and their family.
8. Prepare/formulate support plans for people which take account of their views/wishes in the implementation of those support plans.
9. To maintain case records to a high standard and produce reports in accordance with the Service guidance/policy and procedure which reflect national guidelines using the relevant information technology.
10. All aspects of care management, including undertaking social care needs assessment in line with the Care Act 2014,
11. Mental Capacity Assessments, best interest meetings, court of protection applications, care planning for vulnerable adults within all service user groups, carers and families.
12. Be skilled in the assessment of complex/specialist care/support needs and in the development, implementation and evaluation of care/support packages. Have a good understanding of the National framework for NHS continuing healthcare and NHS funded nursing care, including the CHC checklist and DST process.
13. To participate in developmental activities as may be required, and to promote improvement of service or the use of resources.
14. Ensure the statutory duties of the Council are fulfilled and met in accordance with legal requirements and Service responsibilities to promote and safeguard a vulnerable person's welfare.
15. To pursue appropriate personal and professional training and development opportunities as and when they occur to ensure compliance with Social Work England and Directorate standards/expectations.
16. To comply with all the Council's Standing orders and financial regulations.
17. Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives.

Health and Safety

- Use equipment as instructed and trained
- Use equipment made available to support personal safety
- Use agreements /policy when working with other agencies to maintain and risk manage personal safety



- Use and follow lone working procedures
- To inform management of any health and safety issues which could place individuals in danger.
- To ensure suitable and sufficient risk assessments are undertaken regarding health and safety

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.