

Job description	
Job title	Experienced Social Worker
Grade	Pay Band L / SCP 38-39
Directorate	Adult Social Care
Section/team	Mental Health
Accountable to	Team Manager Mental Health
Responsible for	Own Practice Registration and CPD
Date reviewed	Jan 2025

Purpose of the Job

Under the supervision of a Social Care Manager the post-holder will ensure that needs of adult social care clients are identified, safeguarded, met and monitored in accordance with the requirements of the Care Act 2014, Service Policy, procedures and other relevant requirements and legislation utilising an asset / strength based approach.

Duties and Responsibilities

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. Ensure assessments and planning for people actively promote the participation and engagement of all relevant agencies, the person and their family.
4. Prepare/formulate support plans for people which take account of their views wishes in the implementation of those support plans.
5. 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.

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6. To ensure that the diverse needs of people and their families are identified, met and regularly reviewed and plans updated to reflect any subsequent changes.
7. To participate in developmental activities as may be required, and to promote improvement of service or the use of resources.
8. 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.
9. 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.
10. To comply with all the Council's Standing orders and Financial regulations..
11. Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives

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.

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- Ensure Lone Worker policy is complied with

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.

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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.

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