

# Job Description

Job Title	Social Worker
Grade	PO2
Reporting To	Manager
JD Ref	PC0001P

## Purpose

Commensurate with demonstrable level of practice and continued professional development, work within the Standards of conduct, performance and ethics as described by the Health and Care Professional Council (HCPC), ensuring compliance with legal, organisational and multi-agency requirements and working independently carry a caseload and undertake a range of community care and safeguarding assessments of complex or unusual cases including appropriate management of risk. Ensure the safeguarding and duty of care of adults and children, families and carers in ways that balance promotion of well-being, independence choice and control with the need to protect people from abuse and neglect.

## Main Duties And Responsibilities

### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Work independently and demonstrate an ability to adapt their approach to more complex cases.

### Communication, Engagement and Training:

- Provide information and support to enable people, groups and communities to access universal services, commission a range of services designed to minimise risks, and improve the quality of life for individuals, families, carers/carers groups and communities. Demonstrate critical awareness of current issues and evidence based best practice.
- Work across organisational boundaries and contribute to the work of established and developing multi agency teams, applying your skills, knowledge and professional judgement within the council and agency requirements helping to ensure seamless service responses to individuals with multiple needs.
- Undertake social work with families in order to reduce the need for care or accommodation and a range of community care and safeguarding assessments in accordance with relevant statutory requirements, identifying risks and appropriate support plans.

### **Data Analysis and Decision-Making:**

- Balance needs and risks with rights and choices, taking account of power differences and promoting positive outcomes for individuals, families and carers.
- Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and reviewing of care planning activities.
- Accurately record and critically analyse information, following organisational policies and meet organisational responsibilities for safeguarding.
- Maintain and update case notes and other records, prepare statements or reports for, attend and give evidence in court in care proceedings, private law cases and adoption proceedings or other Court related matters.

### **Performance Management:**

- Developed expertise in one or more areas of practice, and familiar with local resources and be recognised by peers as a source of reliable knowledge and advice.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Undertake statutory duties relating to safeguarding concerns, alongside a more experienced Social Worker where appropriate.

### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- Social Work qualification e.g., Degree in Social Work; DipSW or equivalent.
- Be registered with the HCPC and able to evidence this.
- Evidence of continuing professional development in line with PCF.
- Required to undertake the practice educator award.

#### *Desirable*

- Relevant post-qualifying/vocational training courses.

### **Knowledge & Skills**

- Able to demonstrate practice which supports the core principles of the College of Social Work and Families and Wellbeing Directorate.
- Knowledge of legislation relevant to the Service Area e.g.
- Children and Families:
  - Children Act 1989, 2004



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- Children and families Act 2014
- Leaving care Act 2000
- Carers (Recognition of Services) Act 1995
- Children and Adoption Act 2002, 2006
- Adults:
  - Mental Health Act 1983 (MHA) and/or the Mental Capacity Act 2005 (MCA)
  - Disability Discrimination Act 1995
  - Care Act 2014
  - Safeguarding
- Understanding of confidentiality and data protection requirements.
- Able to communicate verbally and in writing with a range of people including families and professionals.
- Able to demonstrate organisational skills.
- Awareness of current practice issues and challenges facing Social Workers
- Commitment to anti-discriminatory practice.
- Able to work with individuals, families, carers/carers groups, irrespective of their circumstances and background.
- Must be willing to move across teams according to the needs of the service.
- An understanding of and an ability to deliver excellent customer service and to work in partnership with individuals, families, carers/carers groups, colleagues in the council and partner agencies.
- Sound assessment and interviewing skills.
- Demonstrate appropriate IT skills e.g. use of Microsoft Office etc

#### *Desirable*

- Exercise emotional intelligence and demonstrate a developing emotional resilience in relation to their job role.

### **Experience**

- Proven experience of working with carers.
- Experience of working with vulnerable individuals and families.
- Experience of arranging support plans and/or packages of care.
- Experience of working with partner agencies in a professional capacity.

#### *Desirable*

- Experience of working with carers and families.
- Experience of arranging packages of care.
- Experience of working in a Local Authority setting.
- Working in a multi-agency team.
- Experience of working with a range of families with different issues and needs.



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## Additional Information

Able to travel within or outside the Borough.

Required to work outside office hours when necessary.

### NOTE:

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

### Health & Safety Considerations:

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Head of Service**

**Date Of Approval: 09/02/215**



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