

<b>Job Title:</b> Social Worker	<b>Role Profile Number:</b> PCDH38
<b>Grade:</b> Q	<b>Date Prepared:</b>
<b>Directorate/Group:</b> Adults & Children	<b>Reporting to:</b> Assistant/Team Manager
<b>Structure Chart attached:</b>	

**Job Purpose**

To uphold standards of practice for social workers as defined by the Health and Care Professions Council and in accordance with the BASW Professional Capabilities Framework for Social Workers.

To practice in accordance with the BASW Professional Capabilities Framework for Social Workers (the national occupational standards for the profession) at the level of Social Worker.

Practitioners working in line with the Social Worker level of the Professional Capabilities Framework (PCF) are expected to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding, they expect and anticipate, but do not pre-judge, the issues that may develop. They have greater confidence and independence (whilst accessing support when needed), and use their initiative to broaden their repertoire of responses; they have expertise in one or more areas of practice, are familiar with local resource networks and are recognised by peers as a source of reliable knowledge and advice.

**Key Accountabilities**

- To provide statutory support to adults with care and support needs and their carers / families, which includes information and advice, assessment, support planning and safeguarding.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing; and in doing so strengthen relationships between members of that community and build social capital.
- Operate within defined budgets for social care.
- To undertake Mental Capacity Assessments (MCA) and Best Interest decisions in line with the MCA (2005) principles.
- Work in partnership and liaison with partners including primary, secondary and tertiary health care, private providers, voluntary sector organisations and others to provide coordinated support for individuals and / or carers.
- To contribute to local knowledge (within the team and the service) about universally available services,

including what is available within the voluntary and community sector, as well as the Department's commissioned and contracted services and to signpost/advocate for individuals accordingly.

- To undertake person-centred social work with individuals and to plan for the provision of support and / or services with them in order to assist them to meet their outcomes and to live as independently as possible.
- To ensure accurate and timely recording of all information and activity onto the social care records database in accordance with work targets set by the Team Manager and Supervisor.
- To support carers to continue in their role.
- To have a well-developed understanding of assessment, support planning and the management of risks for individuals and to be able to apply Council policy and support people to manage risk appropriately. To identify where adults may be at risk and to act in accordance with safeguarding policies and procedures.
- To undertake the role of Investigating Officer, including Section 42 (Care Act) enquiries and multi-agency working in accordance with Swindon multi-agency policies and procedures for safeguarding adults, including gathering and analysing complex information and associated risks, and making recommendations in relation to Adult Protection Plans.
- To gather sufficient information about individuals in order to be able to accurately assess their needs against eligibility criteria. To ensure that local knowledge about universally available services is up to date including what is available within the voluntary and community sector, as well as the service area's commissioned and contracted services and to signpost/advocate for people accordingly.
- To ensure that Council corporate and service policies and procedures are followed at all times.
- To ensure that support plan reviews are carried out in a timely and person-centred way, as required and identified by departmental targets. To ensure agreed outcomes have been met. To evidence the need for continuing support at all times, in accordance with eligibility criteria and to work with individuals and care providers to identify promotion of increased independence.
- To contribute proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services.
- To carry out supervisions monthly with allocated staff in line with the Post Qualifying Standards for Social Work Supervisors ensuring that supervision is timely and recorded and that any practice concerns are communicated to senior staff / line managers.
- To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- To be an ambassador for the Council and the department at all times, always representing the Council positively, professionally and appropriately at meetings with individuals and external partners and agencies.
- Promote equality and diversity best practice in all areas of work.
- Commitment to anti-discriminatory and oppressive practice.

### **Supplementary Accountabilities Adult Services**

- Working with older people with short and long term and complex needs providing care and support to enable people to be as independent as possible. This could include people with Learning Disabilities, Autism, Physical and Mental Health disabilities.

- Required to monitor the quality and quantity of the work of others.
- To provide advice, guidance and support to colleagues to ensure whole team achievements are met.

### **Safeguarding**

For all roles within Adult Social Services. Swindon Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Swindon LSCB Multi-Agency Threshold Guidance is aimed at every agency, statutory, voluntary, private and independent which works directly or indirectly with children, young people and families. The purpose of this guidance is to help agencies identify a child's degree of need and respond appropriately. The threshold document includes: The assessment framework to determine and decide when a case should be referred to the local authority children's service referral and assessment team for statutory services under: section 17, section 47, section 31 and section 20 (Working Together 2013).

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Evidence of, or commitment to, complete the Assessed and Supported Year in Employment (ASYE).
- Up-to-date knowledge and understanding of strengths-based social work with adults and / or children, including the safeguarding of adults and children.
- Knowledge and understanding of health & social care and other relevant legislation and wider policy context.
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.
- Ability to utilise a range of Microsoft and electronic social care record software.
- A self-starter, well organised person who is passionate about delivery of high quality person-centric services.
- Ability to work with others in a developmental way.
- Ability to write clear, complex and accurate reports.
- Evidence of appropriate work experience and reflective learning from placement experience whilst qualifying as a Social Worker and of appropriate professional and personal development relevant to length of post-qualifying experience.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role).

## **Qualifications**

- Qualified Social Worker, Degree in relevant profession.
- HCPC registered.
- May be part qualified of a higher level relevant professional qualification, licence / certificate / qualification required for the role.
- Good IT skills, able to use Word, Excel, E-mail and relevant Care Management Data Bases, be able to access information digitally and to promote use of self-help via digital platforms.

## **Decision Making**

- Use general guidelines and utilise a wide range of relevant information, make decisions where advice is not readily available.
- Make evidenced based decisions.
- Assess the options and take appropriate action, where only general guidelines exist.
- Make appropriate decisions to ensure outcomes are achieved which serve the best needs of individuals and as a consequence can result in improved services.
- Understand the consequences of the decisions will have a material effect on the service.
- Conduct assessments of individuals circumstances and issues to determine intervention or referral to the appropriate service.
- Ensure appropriate support/care plans are developed and that considerations are made to the cost effectiveness of these plans.

## **Creativity and Innovation**

- Work on own initiative to manage own activities and contribute to longer term activities / plans. Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues.
- Identify areas where improvements could be made within own role.
- Use independent analysis and judgement to apply knowledge of systems, procedures and best practice and in assessing risk to individuals or others. Subject to practices and procedures which have clear precedents or operational guidance. Subject to managerial control and review of results.
- Plan and implement interventions and actions for allocated cases. Monitor and review cases and undertake less complex casework.
- Assist in more complex cases under supervision, or where appropriate shadowing experienced colleagues.

<u>Job Scope</u>	<b>Budget Holder</b>	Yes/No
<p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>None Directly Managed, requirement to support junior members of staff.</li> </ul>	<b>Responsibility</b>	.
<p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>To provide professional advice to Junior staff</li> <li>To review Junior staff work and advise on decision making (not for Children’s Services)</li> </ul>	<b>Asset Responsibility:</b>	

**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Prove more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required.
- Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.
- Deal with people at all levels confidently, sensitively and diplomatically.
- Be first point of contact on a range of queries from internal / external people, will be dealing with challenging situations where influence could be required.
- Support parents or carers regarding development issues including complex problems.
- Contacts will include: Colleagues, senior managers, partners, Individuals, members of the public, and stakeholders.

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, Individuals, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and People s to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury). Swindon Borough Council have teams in various locations across the town, you could be asked to work from a different team if the business required you to do so.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	