



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Experienced Social Worker	<b>Role Profile Number:</b> SBC_12050
<b>Grade:</b> CFL10	<b>Date Prepared:</b>
<b>Directorate/Group:</b> Adults & Children	<b>Reporting to:</b> Team Manager
<b>Structure Chart attached:</b>	No

### **Job Purpose**

To practice in accordance with and uphold the Standards of Professional Practice for social workers as defined by Social Work England, which includes the code of ethics and the continuing professional development requirements in order to maintain registration as a social worker to be able to work in England.

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

Practitioners working in line with the Experienced Social Worker level of the Professional Capabilities Framework (PCF) are more autonomous in their role than at lower levels of the PCF. They are expected to demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. They manage complex caseloads, and offer expert opinion within the organisation and to others. They chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. They model good practice, setting expectations for others. They start to take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of junior staff. They undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute their views on service provision to commissioners.

### **Key Accountabilities**

- To undertake complex person-centred assessments (including assessment of mental capacity)

where appropriate) with People s and to plan for the provision of support and/ or services with People s in order to assist them meet their outcomes and to live as independently as possible.

- To support carers to continue in their role in complex situations
- 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 gather sufficient information about People s in order to be able to accurately assess their needs against eligibility criteria.
- To contribute to local knowledge (within the team and the service) about universally available services is up to date 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 People s accordingly.
- To have advanced skills and knowledge in assessment, support planning and the management of risks for individuals and to be able to apply Council policy and support People s to manage risk appropriately.
- Practice in line with legal requirements, demonstrating a detailed understanding of the Care Act, Mental Capacity Act and Continuing Health Care guidance.
- To undertake Best Interests decision making, including convening and chairing Best Interests meetings to fulfil legal requirements of the Mental Capacity Act 2005.
- Advise, guide and support colleagues to meets legal, procedure and practice requirements
- To identify where adults may be at risk and to act in accordance with the Department's safeguarding policies and procedures.
- To undertake the role of Investigating Officer, and Investigating Manager including section 42 (Care Act) enquiries and multi-agency working in accordance with Wiltshire multi-agency policies and procedures for safeguarding adults, including gathering and analyzing complex information and associated risks, and making recommendations in relation to Adult Protection Plans.
- Carry out one to one supervision once a month with allocated staff ensuring thatsupervision is timely and recorded and that any practice concerns are communicated to senior staff/line managers.
- To take on formal assessor role for newly qualified social workers undertaking Assessed and Supported Year (ASYE)
- To participate in Practice Education Professional Standards (PEPS) training and undertake placement supervision of student social workers.
- To represent the council in multi-disciplinary working with health, police and other colleagues, working collaboratively to ensure effective communication/information sharing and to support decision making processes.
- To write reports for court hearings and to present evidence in court, including Court of Protection and High Court.
- To ensure that Council corporate and departmental policies and procedures are followed at all

times.

- To contribute proactively to the effective working of the team with a positive attitude, by sharing knowledge, offering advice and support and by preparedness to be involved in the development of services.
- Take the lead in organizing and conducting peer group developmental sessions within the team and across teams as required
- 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 People s, external partners and agencies.

### **Supplementary 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 framework 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
- Work in partnership and liaison with partners including primary, secondary and tertiary health care and with voluntary sector organisations

### **Knowledge & Experience**

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

- Proven track record of strengths-based social work with adults, including the safeguarding of adults.
- Extensive knowledge of health and social care and other relevant legislation policies and guidance.
- Evidenced experience of professional and personal development following achievement of professional qualification, likely to be a minimum of 2 years post-qualification
- Evidence of giving informal supervision
- 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, a well organised person who is passionate about delivery of high quality People - centric services.

- Ability to work with others in a developmental way
- Must be able to write clear, complex and accurate reports
- Excellent ICT skills including use of Microsoft applications and specialist systems.
- Some relevant professional experience post qualification in a similar work environment. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism.
- Experience of multi-disciplinary and partnership working and awareness of the issues involved.
- Planning and workload management skills.
- Experience of giving formal supervision and appraisal
- Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex client assessments.
- Experience of using professional knowledge to work within referral systems according to established criteria.
- Proven ability to work with challenging client groups and situations.
- Excellent interpersonal and communication skills.
- Proven ability to deliver training.
- Accurate record keeping and report writing.
- Good presentational skills.
- Knowledge of financial assessment processes.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of a client-facing role)

### **Qualifications**

- Qualified Social Worker, Degree in relevant profession with evidence of post qualifying learning and development
- Social Work England registered.
- Post graduate qualification in a relevant area, e.g. Practice Educator or Best Interests Assessor or Approved Mental Health Professional.

### **Decision Making**

- Using general guidelines and utilising a wide range of relevant information, make decisions where advice is not readily available.
- Assess the options and take appropriate action, where only general guidelines exist.
- Making appropriate decisions to ensure outcomes are achieved which serve the best needs of the People and as a consequence can result in improved services.
- The consequences of the decisions will have a material effect on the service.
- Conduct assessments of clients' circumstances and issues to determine intervention / referral to the appropriate service,
- Appropriate support/care plans are developed; considerations are made to the cost effectiveness.
- Provide advice & guidance on complex issues which could be contentious & challenging in nature.



**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)*

- Providing 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 to co-ordinate actions and interventions where required.
- Involves supporting or guiding colleagues / People s / 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 s, 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, People s, members of the public, and stakeholders.

**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).*

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