



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Principal Social Worker	Role Profile Number:
Grade: R	Date Prepared: April 2019
Directorate/Group: Children Services	Reporting to: Service Manager Practice and Development. ¹¹
Structure Chart attached:	

Role Purpose

Work within an integrated approach to service delivery with other social care professionals, other agencies and the full range of community resources. Ensure the organisation fulfils its duties within the statutory and local performance frameworks, and in line with national and local policies.

To provide professional expertise, knowledge, skills and advice to enable a safe, effective and high quality service that meets existing and new policies, practices and procedures.

Ensure that Social work and care management caseloads are of a complexity and number commensurate with their experience, skill and knowledge base. Ensuring that the principles of the Care Act and Mental Capacity Act underpin practice.

To reflect a person-centred, asset-based approach in working with Service Users and Carers, promoting their participation and inclusion within the service delivery and wider context of the local community.

To support the Team Manager/Assistant Team Managers and represent and deputise for them as necessary.

Key Accountabilities

- To work within and demonstrate compliance with appropriate legislative frameworks.
- Advise DCS & Lead Member on complex, controversial & or strategic development of social work practice

- Assess the needs of Service Users using a person-centred approach to clearly identify and fully understand the nature and level of their individual needs.
- Develop Support Plans with Service Users to ensure their assessed needs are met, through an integrated approach with other teams, agencies and community resources, in a manner which promotes and maintains the Service Users needs.
- Immediate focus on establishing a clear learning and development offer across the whole of workforce, ASYE, experienced s.ws and family support colleagues
- Review individual Support Plans, to ensure the assessed needs of Service Users are being met; to monitor the quality of service delivery; and confirm that outcomes and objectives are being met and whether the level of service provision or direct payment is in line with the requirements of eligibility criteria and represent value for money.
- Enable Service Users and others involved to contribute within care management processes in order to ensure their views are fully included and their full participation is effectively facilitated.
- Maintain own caseload of highly complex cases and undertake role of Key Worker and / or Case Co-ordinator when appropriate.
- To maintain an overview of the referrals to the team, ensuring that all work is prioritised and responded to in accordance with local and national Performance Indicators balancing risk against performance, working closely with the AQ team.
- Apply eligibility criteria appropriately and seek to optimise resources available. Work within the national performance frameworks as translated locally, in order to deliver services within the defined performance standards enabling core Performance Indicators for annual ratings to be met, and advise on national and local consultation as relating to the service.
- Quality control of assessments and support plans completed by team members and the allocation of resources (financial and non-financial) from the support management process.
- Develop and maintain a good knowledge of local community resources in order to inform decision making within support planning, and to provide information regarding service quality and gaps in provision to colleagues within planning and commissioning, to support effective service delivery and commissioning and responsive service developments.
- Provide high quality professional supervision in order to maintain national registration standards ensuring that supervision is at the appropriate level to meet local policy and national standards (e.g. Newly Qualified Social Work standards to which Swindon is a signatory) in order to ensure a high quality service.
- Receive appropriate 1:1 and professional supervision from your manager in order to maintain your registration, and continued professional development in order to ensure high quality practice.
- Conduct appraisals for all reports in line with current policy and be supportive of colleagues who are seeking to develop their skills and knowledge.
- Actively participate and lead professional forums, team meetings and other meetings or working groups as required.
- To provide leadership and expertise where required.

Supplementary Accountabilities

- Support in shaping the social work academy and implement model(s) of intervention
- Lead for practice development and Pillar 4 impacts
- Responsibility for linkages with Universities – responsible for making leading edge research, policy, guidance available to Swindon social workers
- Responsible for organizing and co-ordination of Celebration events – world social work day, International women’s day etc., as appropriate

Knowledge & Experience

- Thorough working knowledge of the application of the underpinning legislation.
- Thorough working knowledge and range of experience in procedures relating to the support and care of service users.
- Excellent knowledge of social work theories and methods, and of the needs of service users and the ability to apply these to own work, and develop the practice all team members.
- Thorough knowledge and practical experience of assessment
- Thorough awareness and understanding of working within national and local performance management frameworks.
- High level of competence in IT including case management systems, Excel, Word etc...
- Robust awareness and understanding of applying eligibility criteria and using resources effectively.
- A range of experience and understanding of anti-discriminatory practice.
- Full Driver’s Licence with car or equivalent mobility.

Qualifications

- Diploma in Social Work or BA (Hons) Degree in Social Work
- Registration as a Social Worker with the HCPC.

<u>Job Scope</u> Typical tasks supervised/allocated to others Allocations, case closures.	Budget Holder Responsibility Asset Responsibility:	No No
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Contacts and Relationships

- Develop and sustain excellent working relationships with Service Users, families, others directly involved with the Service User and members of the general public.
- Develop and sustain excellent communication and working relationships with colleagues across the council and directorate, and with other agencies and organisations.
- Develop and sustain excellent communications and working relationships with colleagues in Commissioning.
- Maintaining a clear professional identity and acting as a role model for other staff

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, customers, 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 customers 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)

- Individuals to be assessed may be demonstrating a range of behaviours of concern and heightened emotion. Family members and members of informal networks may also have reason to be emotionally heightened.
- Assessments will take place where the assessed person resides at the time of the assessment and may be at the home workplace or other for family members and informal networks

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	