



## Social Worker and Advance Practitioner Social Worker

<b>Reports to:</b>	Deputy Team Manager/Team Manager		
<b>Department:</b>	Adult Social Care	<b>Grade:</b>	PO2 – PO3
<b>DBS Status:</b>	Enhanced DBS for Adults	<b>Politically restricted:</b>	No

### Job Purpose:

- As a Social Worker you will be carrying out the full spectrum of statutory responsibilities under the Care Act, Mental Capacity Act and other related laws and policies.
- You will be expected to carry out your role in a strengths-based way, to a high quality, and always seeking to reflect on and continually improve your practice.
- You will be fully committed to working in partnership with residents, carers, community- based organisations and other key professionals involved in enabling people to be as independent as they possibly can.
- You will have a comprehensive understanding of the impact a well-functioning resident facing team will have on people in need of care and support and their carer's, as well as the council and adult social care department, in contributing towards maximising people's independence and managing the demand on council services.
- In your social work practice, you will prioritise delaying and preventing need for social care intervention by having strengths-based approach with people, taking a relationship based and person-centred approach so that all informal sources of support are made best use of and people can continue living life in the way that they wish.
- You will be a core member of a multi-disciplinary team of social workers. The team is extremely fast paced and sits at the heart of Council's customer centre to deliver positive outcomes for residents with adult social care needs.

### Values

Collaborate proactively.  
 Lead inclusively.  
 Embrace change.  
 Be bold and curious.  
 Celebrate and share our success.

### Job specific roles and responsibilities

1. To contribute to positive cultural change, embodying and promoting the values and behaviours of the council and supporting and empowering colleagues, service users and carers to reach their full potential.
2. Promote and model a collaborative and strengths-based way of working at all times with service users, carers, colleagues, providers and other colleagues
3. Ensure that any commissioned packages are cost effective, innovative, using strength based practice values and focussed on recovery

4. Ensure at all times, that use of resources is linked to clear impact and measurable outcomes for service users, and that the need for support is kept under continual review and changed appropriately
5. Comply with all resource and finance governance processes, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities.
6. Identifying and assessing mental capacity during work with service users, undertaking Mental Capacity Assessments and Best Interest reports, making legal referrals and ensuring legal processes are followed in respect of Court of Protection.
7. Act as a Trusted Assessor to arrange the provision of equipment and minor adaptations to meet service users' needs.
8. To ensure all work undertaken with people, carers and others is recorded accurately and in a timely manner, using information technology systems to carry out duties in the most efficient and effective manner.
9. At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
10. Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.
11. Adhere to the standards of conduct, performance and ethics of Social Work England.
12. Deliver strengths based quality conversations, signposting and early intervention and prevention which enable our residents to lead healthy independent lives outside of formal adult social care wherever possible
13. Maintain a comprehensive knowledge of and proactively build links with all resources available to support people in a strengths based way, such as community organisations, assistive technology, equipment, provider services, information and advice
14. Work in a multi-disciplinary team alongside adult social care and corporate colleagues
15. To undertake carers and service user's assessments, reviews and support plans either combined or separate to ensure needs are met, recording clearly as outlined by the Care Act.
16. Supporting service users and carers to undertake self-assessments as appropriate and to access direct payments.
17. Participate in duty rotas as required, screening referrals and dealing with urgent/emergency visits/assessments.
18. Directly providing social care interventions to address service user's needs where
19. appropriate.
20. Working in a think family approach, working and supporting families as a whole network where identified. Making referrals as necessary to children's social care services when children in need or child protection issues are identified.
21. To take responsibility for promoting and safeguarding the welfare of those you are working with, identifying, and undertaking safeguarding concerns, enquiries and develop safeguarding plans and reviews within appropriate timescales, using a Making Safeguarding Personal Approach.

22. To participate in Team and Departmental quality assurance programmes and contribute to audits when directed, sharing results and comply with action plans to improve the service.
23. To be committed to the Council's CARE values and ASC principles to demonstrate this commitment in the way duties are carried out.
24. Attendance at meetings, case reviews, conferences, working parties and training when directed, bring written or verbal reports and updates in line with good practice and policy, including giving evidence at Case Reviews and Court Hearings as required.
25. To work alongside and build close links with legal, housing and other relevant teams to support complex and vulnerable service users, responding in a timely manner for information and reports.
26. To achieve agreed service outcomes and outputs, and personal development targets, as agreed with your supervisor.
27. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
28. To undertake duties as directed by Service Lead or any other senior as directed and as service demands.

## **PO2 - Social Worker**

29. Play an active role in the development of projects and groups as required.
30. Self-directed in managing workload and decision-making relating risk assessment and management.
31. Taking a more active role in maintaining and developing up to date knowledge and skills through a variety of learning methods, sustaining a wide understanding of social work practice, social work law and broader safeguarding systems across local authority and other partners.
32. Associated Social Work Professional Capability Framework level descriptor –Social Worker

## **PO3 - Advance Practitioner (in addition to the above duties):**

33. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
34. Supervising and leading staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
35. Manage a customer focused service and the effective use of resources.
36. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
37. Support effective working relationships and act as an ambassador and advocate with external organisations
38. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
39. Manage own complex work/case load including complex mental capacity work.

40. Undertake risk assessments in complex situations.
41. Understand dilemmas in complex contexts and apply legal reasoning.
42. Confidently apply critically reflective practice.
43. Produce high quality assessments and reports for a range of functions.
44. Use recording and reporting systems in an excellent way
45. Demonstrate and increased level of knowledge and practice in one or more areas including court work.
46. Model excellent practice, standards, and behaviours.
47. Enable the learning of others (such as NQSW, SW students, apprentices).
48. Keep up to date in their area of practice.
49. Act as Practice Educator to social work students or an ASYE assessor to NQSW's.
50. Demonstrate they are practicing at the Experience Social Worker level of the Professional Capability Framework.
51. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
52. Undertake any other duties commensurate with the general level of responsibility of this post.

## Essential Requirements (key skills & qualifications)

### Knowledge and Qualifications

1. **For Social Worker:** Social Work Qualification (Social Worker) and Registered with the Social Work England
2. **For Advance Practitioner Social Worker:** Practice Educator or BIA or AMHP(Advanced Practitioner)
3. Evidence of recent and relevant Continuing Professional Development
4. Evidence of knowledge and understanding of relevant Social Care legislative and policy framework including tests to determine eligibility for services
5. Knowledge of the needs of adults with mental health needs, older people, people with physical health needs and disabilities

### Experience

6. Ability and experience of assessing needs of individuals referred for social care in line with statutory functions/responsibilities.
7. Experience of delivering services to people with differing and diverse needs in an urban Local Authority/Borough.
8. Experience of, awareness, understanding and commitment to the protection and Safeguarding of young people and or vulnerable adults.
9. Experience of liaising effectively with stakeholders to deliver improved outcomes for residents.
10. Ability and experience of assessing needs of individuals referred for social care in line with statutory functions/responsibilities.
11. Knowledge and experience of applying relevant legislation and guidance relating to the provision of services for adult client group.
12. Demonstrate an ability to undertake social work duties in a strengths based approach.
13. Rapport and understanding of what is important and best to the person.

14. Ability to undertake care and support planning, and to liaise and negotiate with a range of community organisations to promote strengths and independence.
15. Ability to recognise safeguarding adult issues and to undertake enquiries using a Making Safeguarding Personal Approach.
16. Ability to maintain up to date, comprehensive electronic case records, written documents and court reports and attend/chair case review meetings, conferences, training and give evidence at Court Hearings as required. To participate in quality assurance, audit and service improvements.
17. Ability to ensure support plans deliver improved outcomes whilst achieving value for money in line with organisational policies and procedures.
18. Experience of providing advice/support to other staff members.

### **Skills and Abilities**

19. Ability to communicate effectively both verbally and in writing, including the capacity to produce clear, coherent, and comprehensive reports, while maintaining up-to-date records.
20. The ability to work autonomously and maintain accountability while using line management supervision appropriately.
21. Ability to work positively as a member of the team both with Social Services and with other agencies.
22. To respond positively to supervision and training
23. Ability to carry out comprehensive assessments of need and risk of adults and their carers within agreed timelines and implement and review written support plans, successfully demonstrating clear knowledge and understanding of legislative, policy and practice issues.
24. Ability to develop care packages and support plans that address complex needs, including ongoing monitoring and review. Strong ability to prioritise and manage workload efficiently, even under pressure.
25. Ability to manage stress and conflict
26. Ability to empathise with customers and consistently provide a professional, customer-focused, and responsive service.
27. Demonstrate potential to develop mentoring skills and contribute to team growth. Have a strong liaison, communication, and presentation skills to effectively represent the service/department in multi-agency forums.

### **Budget Responsibility and Overall Headcount - None**

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*