

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Social Worker	<b>Grade:</b> PO1-PO3
<b>Section:</b> Adult Social Care Services	<b>Directorate:</b> Adult Social Care and Public Health
<b>Responsible to following manager:</b> Assistant Service Manager/ Assistant Locality Manager/ Senior Social Worker	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last review date:</b> December 2021

#### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

#### Job Purpose

The purpose of a Social Worker in Adult Social Care is to apply the Care Act 2014 and enhance eligible people's well-being. In addition to abiding by the practice standards

set down by Social Work England (SWE), Social Workers need to apply a wide range of knowledge and skills to understand and build relationships, and work directly with individuals, their families, and carers in a strengths-based way, to enable and empower them to achieve best outcomes. This should include working within statutory frameworks to undertake assessments, plan care and support and make the best use of available resources to enable people to have better lives. In addition, Social Workers play a key role in safeguarding adults who are at risk of harm/or have been harmed.

### **Specific Duties and Responsibilities**

- To work within the Care Act 2014 and other relevant statutory frameworks and take responsibility for maintaining a good standard of professional practice and developing the core skills and knowledge required, in collaboration with your line manager as part of continuous professional development.
- To apply Social Work principles and values to professional practice and to emulate our corporate values in all interactions with residents, colleagues, and partners.
- To engage and fully participate in supervision and to apply critical reflection and analysis to inform professional decisions. To ensure risks are discussed with your line manager to gain direction, advice and support with practice.
- To effectively manage a reasonable caseload appropriate to the level of experience and to maintain adequate throughput of work. To discuss any challenges with caseload management with your line manager in a timely way to access any necessary support with prioritisation.
- To provide support and expert advice on social care to social care assessors, students, and partners.
- To be professionally curious when undertaking effective assessments of individual and carer needs and risks within statutory frameworks, using a strengths-based, person-centred approach to ensure they are focused on outcomes. This includes promoting a holistic, multi-agency approach by developing and maintaining collaborative working relationships.
- To work directly in partnership with residents, their families and carers to enable them to maintain their independence and well-being, cope with change, attain outcomes they want and need, understand and manage risk, and participate in the life of their communities.
- To provide advice and information to residents and carers ensuring that that assessments, care and support plans, information about charging and other information regarding service provision is communicated in a timely way.

- To work in accordance with the Council's policies and procedures and practice guidance and to remain informed on these using the Loop.
- To complete all mandatory training, including that on data security.
- To make use of staff news and other corporate and Department communications to be up to date and informed.
- To monitor implementation of packages of care and ensure support plans, including funding arrangements for any services, are thoroughly reviewed to meet needs and risks in accordance with statutory requirements and Council policy and deliver highest quality of service and best value.
- To take responsibility for consistent, accurate, clear, and timely case recording. To ensure that confidentiality is maintained, and that information is shared with the resident, service providers and other agencies (health) in accordance with the Department's data protection and information sharing requirements.
- To be able to understand the impact of poverty, inequality and diversity on social and economic opportunities and how these relate to residents' health and well-being as well as the functioning of their families, particularly in relation to adult safeguarding and child protection and empowering individuals who may lack capacity.

### **Career Progression procedure for Social Workers**

The Social Worker needs to have successfully completed their probation to be considered for progression. Progression between scales is not a time measured right but based on competence, skills, performance and ability for the Social Worker to demonstrate that they are meeting the advanced competencies in the job description. The Social Worker will need to demonstrate that they have met the advanced competencies over a 6 month (minimum) period.

This is a progression which means that one must move through the stages and it is not possible to go from PO1 to PO3.

The Social Worker will build their own portfolio to present to their line manager. Different types of evidence for the portfolio are acceptable including supervision notes, appraisals, case file audits which can be anonymised and used as evidence. The line manager will make a recommendation for progression, and progression requests will be moderated and agreed through the appropriate Service Manager/Head of Service.

### **Progression criteria from PO1 to PO2**

- To have a high level of understanding of legislation and to be able to interpret and apply it, alongside national and local policies and procedures underpinning your work specifically where assessment, review and safeguarding elements are applied, use of personal budgets and direct payments (as appropriate) as well as how carers are supported and how the local authority meets its statutory duties.
- To take initiative, form constructive alliances with partners and engage effectively with situations of increasing complexity and challenge including integrated working, complex family dynamics and multiple risk factors. This will be evidenced in their performance and supervision notes.
- To be able to demonstrate an appropriate level of knowledge with evidence of the increasing ability to work independently, to collaborate on equal terms with members of other professions and make sound professional judgments with the ability to explain and justify decisions.
- To be able to manage complex cases and offer skilled opinion to colleagues and partners. To offer expert support to case conferences and produce high quality assessments and reports for a range of functions.
- To demonstrate highly developed interpersonal skills and advanced advocacy skills within the role.
- To show a clear awareness of budgets and the costs of services and their impact on service delivery, where appropriate challenging or identifying creative and proactive options to ensure the best use of resources and preventative work.
- To work towards a Practice Educator qualification

### **Additional duties at PO3**

- To act as a Safeguarding Adult Manager (SAM).
- To understand performance and budget management and forecasting at a more strategic level and to be able to support and champion the improvement of performance against key indicators with team colleagues.
- To lead on promoting high standards of practice with team colleagues and to develop resilience, linking with Professional Standards colleagues as required. To model high standards and a high level of competence adhering to practice guidance, statutory frameworks, and best practice across the UK.
- To hold a caseload of higher-level complexity and to be able to conduct legally compliant assessments in a wide range of challenging contexts, cope with difficult conversations and be highly resilient.

- To chair meetings with professionals from multiple agencies.
- To support transformation and innovation within the service.
- To mentor Social Work Apprentices
- To act as a Practice Educator

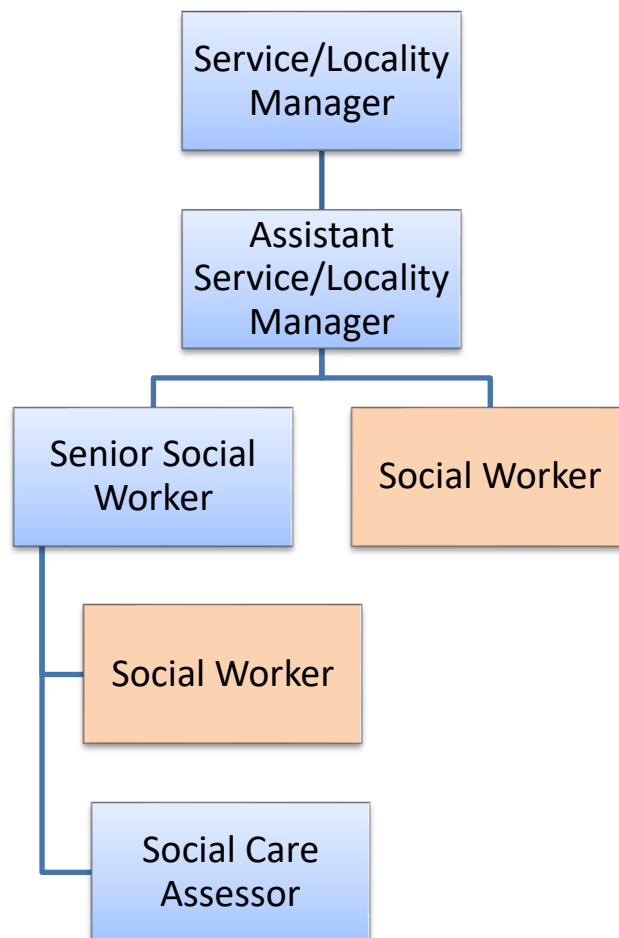
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### **Additional Information**

- To contribute as required by the Service Manager to the learning of other staff within the team, and through wider programmes arranged by the Department Learning and Development section including leading panels, workshops or projects and will participate in research, where required.

## Team structure



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of Social Work Professional Standards	X		A & I
Knowledge and practical understanding of relevant adult social care and health legislation, practice guidance and policies, including that relating to safeguarding adults	X		A & I

Understanding of the strengths-based approach	<b>X</b>		<b>A &amp; I</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experience of working with people with disabilities	<b>X</b>		<b>A &amp; I</b>
Experience of conducting effective assessments including of risk	<b>X</b>		<b>A &amp; I</b>
Experience of developing care and support plans that deliver personalised, integrated care and support that helps people to maintain their independence and attain the outcomes they want	<b>X</b>		<b>I</b>
Experience of working collaboratively with residents, their families and other professionals	<b>X</b>		<b>A &amp; I</b>
Experience of making effective decisions that make best use of available resources to meet eligible needs and achieve outcomes.	<b>X</b>		<b>A &amp; I</b>
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to maintain Social Work Professional Standards	<b>X</b>		<b>A &amp; I</b>
Ability to model and encourage our Corporate values and behaviours and to be positive, open-minded, supportive and respectful to colleagues, partners and residents	<b>X</b>		<b>A &amp; I</b>
Ability to communicate effectively with others and ability to write a clear, accurate, consistent and timely and case record and reports as per the Recording Guidance	<b>X</b>		<b>A, I &amp; T</b>
The ability to effectively manage time effectively, including adequate throughput of casework, learning and other team requirements	<b>X</b>		<b>A &amp; I</b>
The ability to effectively use supervision to support caseload management, raise risks and ask advice, reflect on practice and contribute towards development of core skills and competence	<b>X</b>		<b>A &amp; I</b>
To be technically proficient and able to use IT equipment, able to demonstrate digital solutions for residents and carers and understand pertinent data	<b>X</b>		<b>A &amp; I</b>



<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
A relevant professional qualification in social work and current registration with Social Work England.	<b>X</b>		<b>A, I &amp; C</b>
Evidence of successfully passing the ASYE programme or be able to demonstrate capabilities and knowledge at that level. Newly qualified Social Workers who meet the eligibility criteria must be willing to undertake the ASYE programme	<b>X</b>		<b>A, I &amp; C</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**