**Job Profile comprising Job Description and Person Specification**

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| **Job Title:**  Senior Social Worker | **Grade**:  PO4 |
| **Section:**  Adult Social Care Services | **Directorate:**  Adult Social Care and Public Health |
| **Responsible to following manager:**  Assistant Service Manager/ Assistant Locality Manager | **Responsible for following staff:**  Social Workers, Social Care Assessors |
| **Post Number/s:** | **Last review date:**  December 2021 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The Senior Social Worker is a leadership role within a social care team that supports the Assistant Service Manager and Service Manager to lead and line manage the team and ensure the delivery of a strengths-based, person-centred service for adults with social care needs and their carers.

**Specific Duties and Responsibilities**

* To form part of the management team for the service and provide motivational leadership, being visibly involved both in the office and online, working alongside staff and building relationships with practitioners.
* To provide regular strengths-based supervision to social care staff that empowers and supports practitioners to develop their practice, focussing on their skills, celebrating achievements, and making time for reflective discussions.
* To oversee Duty.
* To be able to explain the Corporate values and behaviours to the service and to discuss equality, diversity, and inclusion with practitioners, challenging discrimination and raising issues of inequality.
* To model the highest standard of Social Work practice.
* To undertake regular case file audits, use the outcomes to support the learning and professional development of the service, to identify training needs and ensure they are acted upon.
* Where required, to hold a small caseload of a high level of complexity.
* To assist as required with the management of budgets by ensuring that throughput of work is consistent and that work steps are completed in a timely and effective way, including quality assuring and authorising assessments, support plans and reviews.
* To make decisions according to the Delegated Decision-Making guidance.
* To monitor implementation of packages of care and support and adjust them as appropriate and to ensure that individual care packages, including funding arrangements for any services, are thoroughly reviewed in accordance with statutory requirements and Council policy to ensure highest quality of service and best value.
* To act as a Safeguarding Adults Manager in accordance with the Inter-Agency Policy and Procedures for Safeguarding Adults and to chair protection of vulnerable adults meetings where required.
* To be up to date on our statutory responsibilities under the Care Act 2014, Mental Capacity Act, Mental Health Act and Human Rights Act and to ensure the team works within the legal framework.
* To ensure effective and timely action is taken to assess, record, manage and reduce risk to the service, to people with care and support needs and their carers and partner organisations in accordance with Council and partner organisations’ policies and procedures.
* To encourage a positive attitude to risk and a no blame culture to support practitioners to take ownership of their practice in providing a social care service and facilitate innovation and creativity.
* To share responsibility as part of the management team for the performance of the service and to support with performance improvement where necessary.
* To be able to clearly communicate the vision and priorities of the Department to the service and what they are hoping to achieve as well as how it contributes to achieving them.
* To represent Adult Social Care positively and confidently in meetings with partners like the NHS, providers, and the voluntary sector.
* To support with the management and investigation of complaints.
* To take ownership of new models of practice and act as a champion building buy-in and commitment from the service.
* To be able to support practitioners to build the confidence and skills to work effectively with people, acting as a coach/ mentor.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.
* To support ways of working that ensure residents and stakeholders are actively engaged in the future of the service and can influence decision-making.

**Additional Information**

* The Senior Social Worker is responsible for direct and indirect line management of staff, including Social Workers, Social Care Assessors, and students.
* The Senior Social Worker will take on delegated management responsibilities, including deputising for the Assistant Service Manager / Locality Manager assisting with day-to-day management of the team and its performance.
* The Senior Social Worker will contribute as required by the Service / Locality Manager to the training of other staff locally and through programmes arranged by the Department’s Learning and Development section including leading panels, workshops, projects etc. concerning the development and improvement of services and will participate in research, where required and as authorised by the Directorate.

**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **& I/ T/ C (see below for explanation)** | |
| **Knowledge** | | |
| 1. Comprehensive knowledge of Social Work Professional Standards as well as relevant legislation, national guidance, and frameworks in providing an adult social care service. | | A, I |
| 1. A sound understanding of the local authority’s statutory responsibility to safeguard vulnerable adults and the ability to lead the team to work with partners to manage this robustly in accordance with policies and procedures. | | A, I |
| 1. A comprehensive understanding of strengths-based social care. | | A, I |
| 1. An understanding of delegated financial decision-making, best value, and the impact on budget management. | |  |
| **Experience** | | |
| 1. Substantial post-qualification experience of working in a statutory social care or health setting undertaking effective social care assessments and reviews and 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. | | A, I |
| 1. Experience of identifying, recording, and managing risk and planning appropriate interventions. | | A, I |
| 1. Comprehensive experience of safeguarding investigations. | |  |
| 1. Experience of achieving positive outcomes for service users and the community through multi-disciplinary and partnership working. | | A, I |
| 1. Comprehensive experience of making effective decisions that make best use of available resources to meet eligible needs and achieve outcomes. | | A I |
| **Skills** | | |
| 1. Ability to provide leadership, clearly advise practitioners of what is expected of them and influence the service to support practitioners to deliver a high quality, strengths-based, person-centred service for adults with social care needs and their carers. | | A, I, T |
| 1. Ability to empower and support staff to develop and improve their practice through supervision including through reflective conversations and supporting them with CPD/ identifying training needs. | | A I |
| 1. Ability to take responsibility and provide staff direction and to make decisions to manage risk, to manage the budget and to improve performance. | | A I |
| 1. Ability to communicate clearly and effectively both orally and in writing, including case recording and of management decisions, report-writing, investigating complaints, chairing meetings, negotiating, and presenting. | | A I |
| 1. To model the corporate values and behaviours and a high standard of Social Work practice. | | A I |
| 1. Ability to take responsibility for regularly and robustly quality assuring case records and practice and providing constructive feedback to ensure learning is taken on board and implemented. | | A I |
| 1. The ability to effectively manage time and competing priorities. | | A, I |
| 1. Ability to use supervision to maximise personal effectiveness and professional development. | | A, I |
| 1. Proficient in necessary IT and ability to analyse performance and budget reports. | | A, I, T |
| **Qualifications** | | |
| 1. A relevant Social Work qualification and current registration with the HCPC. | | A |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**