

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Social Worker	Grade: PO1-PO2
Section: Adult Operations	Department: Adult Social Care and Public Health
Responsible to following manager: Assistant Service Manager/ Assistant Locality Manager/ Senior Social Worker	Responsible for following staff: N/A
Post Number/s:	Last review date: April 2016

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

In addition to abiding by the standards set down by Social Work England, Social Workers are responsible for ensuring the provision of statutory, personalised outcome focussed services for adults and their carers. This includes the assessment of individual need, the design and review of creative and innovative support plans, and negotiating funding for services with an emphasis on promoting independence. In addition, social workers play a key role in safeguarding adults who are at risk and/or have been harmed.

Specific Duties and Responsibilities

1. To undertake assessments of individual and carers needs and risks to encourage independence, provide support and prevent harm. This includes promoting a multiagency approach by developing and maintaining effective working relationships
2. To undertake statutory intervention where service users are deemed to be at risk, including situations where people may be neglected or abused in accordance with the Inter-Agency Policy and Procedures for Safeguarding Adults
3. To work in partnership with service users and carers using a person-centred approach, with the aim of maximising independence, wellbeing and choice.
4. To hold a caseload appropriate to the level of expertise and provide support and expert advice to social care assessors, students and partners.
5. To provide advice, information and guidance to service users and carers ensuring that that support plans and other information regarding individual care packages is shared with the service user, carers and other agencies as required in accordance with the Council's policies and procedures including those on data protection
6. To facilitate service user choice and empowerment through promoting independence and the personalisation agenda through all stages of assessment, support planning and review to enable service users to maintain independence for as long as possible
7. 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.
8. To apply social work ethical principles and values to guide professional practice and respect diversity and apply critical reflection and analysis to inform professional decisions and use supervision to promote continuous professional development
9. To ensure that information is recorded consistently, accurately and meets statutory timescales. To ensure that service user confidentiality is maintained and that information is shared with the service user, care and other agencies in accordance with the Department's data protection requirements.

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 Social Worker job profile and Professional

Capabilities Framework. The Social Worker will need to demonstrate that they have met the advanced competencies over a 6 month (minimum) period.

The Social Worker will build their own portfolio to present to their line manager / supervisor. 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 ASYE portfolio can be used for newly qualified social workers at the end of the ASYE. 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 from PO1 to PO2

The Social Worker will show the ability to understand, interpret and apply legislation, national and local policies and procedures relevant to the role. They will have the ability to take initiative, form constructive alliances and to 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, and in their portfolio of evidence.

Newly Qualified Social Workers (NQSW's) will be eligible to progress to grade PO2 only upon successful completion of the assessed and supported year in employment (ASYE). The ASYE portfolio which successfully addresses how the NQSW has met the criteria of the Knowledge and Skills Statement and Professional Capabilities Framework for social work with Adults can be used to evidence the grade progression.

By the end of the ASYE social workers should have consistently demonstrated practice in a wider range of tasks and roles, and have become more effective in their interventions and professional confidence and have demonstrated ability to work effectively on more complex situations. They will seek support in supervision appropriately, whilst starting to exercise initiative and evaluate their own practice.

All Social Workers will 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.

They should also be able to show advanced understanding and application of legal frameworks underpinning their 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.

The Social Worker will evidence the ability to manage complex caseloads, and offer skilled opinion within the organisation and to others. They will offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. They must be able to demonstrate highly developed interpersonal skills and advanced advocacy skills within the role.

The Social Worker will 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.

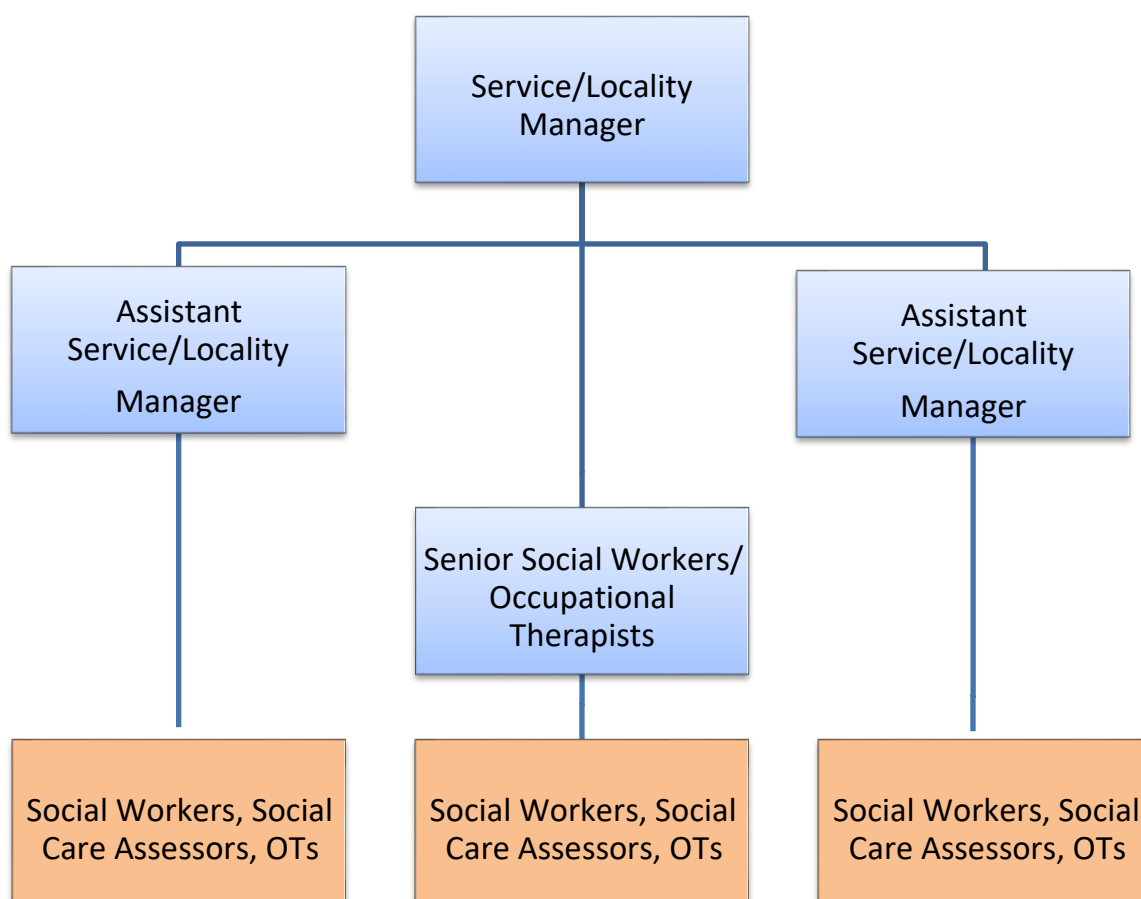
Generic Duties and Responsibilities

- 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 advise and support managers on the relevant matters affecting the service and to contribute as required to change programmes within the service
- To support ways of working that ensure that residents and stakeholders are actively engaged in the future of the service and are able to influence decision making
- To work in ways that develops good working relations and collaborative arrangements with internal and external stakeholders.

Additional Information

N/A

Current team structure



Person Specification

Job Title: Social Worker	Grade: PO1-PO2
Section: Adult Operations	Department: Adult Social Care and Public Health

Responsible to following manager: Assistant Service Manager/ Assistant Locality Manager/ Senior Social Worker	Responsible for following staff: N/A
Post Number/s:	Last review date: April 2016

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.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
1.	Knowledge of current developments and legislation, national guidance and frameworks in providing a service to (a) older people and/or adults with a physical disability or sensory impairment and/or with adults with acute or chronic health care needs and/or with adults with learning disabilities <u>and</u> (b) to carers.	A, I
2.	Knowledge and understanding of the local authority's responsibilities in the safeguarding of vulnerable adults, and the ability, subject to skills and experience, to act as the Investigating Officer under Safeguarding Vulnerable Adults Policy and Procedures.	A, I
Experience		
3.	Experience of working with older people and/or adults with a physical disability or sensory impairment and/or with adults with acute or chronic health care needs and/or with adults with learning disabilities <u>and</u> with carers	A, I

4.	Experience of achieving positive outcomes for service users and carers through support planning and reviews with promote independence, choice and control.	A, I
5.	Ability to use a person-centred approach	I
6.	Ability to demonstrate effective decision making involving all relevant partners in order to achieve best outcomes for service users and their carers.	A, I
Skills		
7.	Effective written and verbal communication and recording skills with the ability to demonstrate sound professional development.	A, I, T
8.	The ability to effectively manage time and complex, completing demands in a high-pressured environment.	A, I
9.	The ability to effectively use supervision to reflect on practice and contribute towards professional development.	A, I
10.	IT skills and keyboard skills in order to be proficient in the use of Outlook, Word and client database systems	A, T
Qualifications		
11.	A relevant professional qualification in social work and current registration with HCPC.	A, C

A – Application form I – Interview T – Test C - Certificate