**JOB DESCRIPTION**

**CHILD & ADULT SERVICES**

**JOB TITLE:** SOCIAL WORKER

**DIVISION:** ADULT OPERATIONS

**GRADE:** BAND 10 to 12

**RESPONSIBLE TO:** TEAM MANAGER

**POST REFERENCE:**  SR-101369

**Purpose of Post**

Under the direction of a Principal Practitioner and Team Manager, to provide an effective and efficient assessment and care management service ensuring that the Council's policies, procedures and systems are delivered safely and efficiently.

The service will focus on promoting independence and maximising people’s potential by helping people to regain skills in managing and functioning in their own environment safely and improving their quality of life. The ambition is to create a working culture that delivers effective, efficient and person centred assessment, care management and services that achieve positive outcomes.

All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department’s work.

**Key Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representatives groups and working with Elected Members as appropriate.

Additional, key relationships for this post will be:

Management

* Care Managers – Social Workers
* Social Care Officers
* Team Clerk

Liaison

* Head of Adult Services
* Team Managers
* Independent and Voluntary Sector Providers
* Nursing and Therapy Professionals – North Tees + Hartlepool NHS Foundation Trust
* Mental Health Professionals – Tees, Esk + Weir Valleys NHS Foundation Trust

**Main Duties and Responsibilities - Under the direction of a Principal Practitioner and Team Manager**

1. To comply with the policies, procedures and practices relating to the provision of services to service users and carers comply with the Council's legal duties, and accountabilities.
2. To ensure that the available resources are utilised effectively and efficiently following the allocation of work.
3. To actively participate in regular and structured supervision sessions and annual appraisal.
4. To provide regular structured supervision to non-qualified social care officers.
5. To arrange and provide briefings/training on all matters related to the above functions, including, as necessary, to those partner agencies who are involved in the direct / indirect receipt of the services.
6. To undertake the role of Social Worker and positively influence the development and implementation of policies, procedures, systems and processes, working closely with other operational colleagues at all levels.
7. To ensure that a sensitive problem solving approach is adopted to resolve challenges which fully takes into account the health and well being of family members, and the reablement / rehabilitative approach that are the cornerstone of this service area.
8. To ensure that the appropriate records are maintained in respect of all areas of responsibility.
9. To ensure the efficient and effective distribution of appliances and adaptations.
10. To ensure that the organisations key strategic plans and objectives are translated and reflected in the working policies and practices of staff involved in the services.
11. To assist the Principal Practitioner, Team Manager and designated Head of Adult Services in the implementation of any strategic developments as appropriate including moving towards an integrated service delivery model with health colleagues.
12. Any other duties of a related nature which might reasonably be required by the Principal Practitioner, Team Manager and Head of Adult Services.
13. Ensure that strict confidentiality is maintained in all areas of work, in accordance with departmental policies, procedures and guidance.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: December 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**