

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Social Worker – Adults Mental Health

Vacancy ID: 007514

Salary: £25,951.00 - £36,379.00 Annually

Closing Date: 21/05/2017

Benefits & Grade

Grade N/O/P, appointment / progression to Grade O is subject to meeting the DBC progression criteria. Appointment to Grade P requires AMHP qualification.

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced Adults DBS + barred list check

Job Description

As a member of the Mental Health Team you will be required to promote service users' independence and support for carers.

You will be responsible for carrying out Care and Support Needs Assessments using a person centered approach and will assist people in support planning to meet eligible needs.

As a Social Worker you will work with people who have more complex mental health and social care needs, associated psychosis attentive disorders and cognitive impairments

You must have a relevant Social Work qualification together with a firm grasp of the needs of this client group and preferably some experience of social work assessment and interventions.

The ability to form effective relationships with service users, their families and carers, and work in partnership with other agencies including the community and voluntary sector is essential, along with the ability to communicate both orally and in writing to a wide range of audiences.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Julie Wheatley, Team Manager, on 01325 552322.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL

ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Social Worker
<u>GRADE :</u>	Grade N Grade O Grade P (Children's Workforce only plus Approved Mental Health Professionals (AMHP)) Depending upon qualifications, experience and skills Grade N – E3330 Grade O – E3331 Grade P – E3333 (Children's Workforce only plus Approved Mental Health Professionals (AMHP))
<u>JOB EVALUATION NO.</u>	
<u>REPORTING RELATIONSHIP</u>	Team Manager / Practice Supervisor
<u>JOB PURPOSE :</u>	Grade N / O To work with individuals to complete assessments, ensuring eligible needs are met, monitored and reviewed through a process of coordinated support planning in accordance with the department's procedures and relevant legislative requirements. To ensure effective identification and management of risk whilst promoting independence and well-being. Grade P (Children's Workforce only plus Approved Mental Health Professionals (AMHP)) To undertake complex casework, including assessment and appropriate management of risks. To develop and share specialist knowledge in a particular area of practice contributing to practice development providing mentoring and supervision of staff.
<u>POST NO.</u>	D11881
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

*****Please note that this is a JOB PROFILE, not a Job Description and will require tailoring to the individual post. The following is an example of the level of duties / responsibilities expected at this level. It would be expected that the majority of the post holder's time would be taken up with these duties, although approximately 20% of their working time could be carrying out duties not listed in this profile.**

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake many of the following main duties and responsibilities, (but not necessarily all of them).

Grade N:

In relation to Children's Workforce:

1. Investigate complaints of alleged neglect, abuse or ill-treatment of children; undertake assessments and, where appropriate, arrange accommodation for children, young people.
2. Work to range of legal options to support investigation and protection
3. Contribute to planning/reviewing the cases of children in care; supervise fostering/adoption arrangements.
4. Undertake preventative work with families in order to reduce the need for care or accommodation.
5. Work with children and young people, families, carers and communities to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning.

In relation to Adults Workforce:

6. To carry out assessments of need with individuals and their carers utilising a person centred approach to identify eligible needs whilst ensuring a positive approach to risk which underpins practice and decision making. To ensure all assessments are of a high standard and conducted in accordance with national and local requirements.
7. To identify, in conjunction with individuals and or their carers, the most appropriate ways of achieving outcomes identified through the assessment process and to promote independence and well-being through the use of universal, targeted and specialist services as appropriate.
8. Work with individuals, families, carers and communities to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning.
9. Develop and maintain effective relationships with individuals, their families and carers: provide advice and support: promote independence and early intervention, as necessary; and ensure they have access to appropriate representation including advocacy, IMCA, IMHA where appropriate.

Grade O:

In relation to both Children's Workforce and Adults Workforce:

To carry out the duties of Grade N plus:

10. To work with individuals with an increasing level of complexity of need.
11. Provide advice and casework supervision to other Social Workers in relation to their cases.
12. Supervise students, trainees, less experienced professional team members, support staff or volunteers.

Grade P:

In relation to Children's Workforce only:

To carry out the duties of Grade N and Grade O plus,

13. Act as a recognised expert within the specialist field.
14. Contribute to the development of practice and policy in the specialist field.
15. Chair reviews / planning meetings / case conferences / strategy meetings as appropriate to specialised field / local structures.
16. Deputise for Team Manager, as required.

Grade P:

In relation to Adults Workforce Approved Mental Health Professionals (AMHP) only:

To carry out the duties of Grade N and Grade O plus,

17. Fulfil the requirements for Approved Mental Health Professionals in effectively carrying out case management.

General – all service areas:

18. Develop relationships with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and support planning activities and ensure effective partnership working takes place promoting positive outcomes for individuals.
19. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.
20. Participate in programmes of training and associated work experience for social work progression.
21. This post has a high level of contact with, and responsibility for children
22. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
23. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
24. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
25. Carry out your role in line with the Council's Equality agenda.
26. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
27. Any other duties of a similar nature related to this post that may be required from time-to-time.

THIS POST IS SUBJECT TO AN ENHANCED DBS DISCLOSURE

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: March 2015

DARLINGTON BOROUGH COUNCIL

ADULTS SERVICES

PERSON SPECIFICATION POST NO – D11881

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
Grade N (All Areas):			
1	A relevant professional Social Care qualification e.g. CQSW, DipSW	E	
Grade O (All areas): The above Qualification plus:			
2	Contemporary Social Work Practice or Consolidation Module of the University Certificate in Advanced Professional Development in Specialist Social Work	E	
Grade P (Children's Workforce only): All of the above Qualifications and Education plus:			
3	Post-qualification training relevant to particular specialism (60 credits at level 6 and 7, at least 20 at level 7) or University Certificate in Advanced Professional Development in Specialist Social Work	E	
Grade P (Adults AMHP only): All of the above Qualifications and Education plus:			
4	AMHP qualification Approved Mental Health Professional status	E	
5	BIA qualification		D
Experience & Knowledge			
Grade N (All areas):			
6	Knowledge of the organisation and structures in Social Care Services.	E	
7	Working knowledge of the relevant legislation such as: <ul style="list-style-type: none"> Children Act 1989 and current child care legislation including the Adoption and Children Act 2002 NHS and Community Care Act 1990 and other pertinent legislation Mental Capacity Act & Mental Health Act and the Deprivation of Liberty Safeguards Person Centred Approaches Safeguarding Care Act 2014 Children's & Families Act 2014 	E	

8	Knowledge and experience of <ul style="list-style-type: none"> • Undertaking assessments / risk assessment. • Support planning and purchasing. • Monitoring and Review • Report writing and Court work 	E	
9	Understanding of the needs of the specific individual groups	E	
10	Experience of attendance at Case Conferences, Reviews, Core Groups, Planning Meetings	E	
11	Awareness of the single assessment process.	E	
12	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
Grade O (All areas): All of the above Experience and Knowledge plus:			
13	Approximately 2 years post qualification experience and subject to meeting progression criteria	E	
Grade P (Children's Workforce only): All of the above Experience and Knowledge plus:			
14	Detailed working knowledge of legislation, policies and principals as relevant to the service	E	
15	Approximately 3 years post qualification experience and subject to meeting progression criteria	E	
16	Approximately 2 years' experience in working with Safeguarding Children / Vulnerable Adults	E	
17	Approx. 2 years' experience of offering advice, support & guidance to care teams or a similar setting.	E	
18	Experience of chairing meetings	E	
General (all areas):			
19	Knowledge of therapeutic interventions.		D
20	Experience of working in a multi-disciplinary environment.		D
21	Knowledge of risk assessment package tools.		D
22	Experience of Group work		D
23	Experience of Co-working cases and providing peer support.		D
24	Demonstrate ability to relate theory to practice and utilise knowledge of eligibility criteria and threshold of need to inform practice decisions.		D
Skills			
Grade N (All areas):			
25	Ability to form good working relationships with users of the service and other agency personnel, etc.	E	
26	Ability to organise and prioritise own work	E	

	with minimum supervision and achieve deadlines.		
27	Ability to analyse and interpret data gathered during the assessment process.	E	
28	Ability to communicate both verbally and in writing to a wide range of audiences	E	
29	Ability to use different interviewing techniques.	E	
30	Liaison and Networking Skills.	E	
31	IT literate, capable of using MS Word/Excel and Office packages.	E	
32	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	E	
Grade O (All areas): All of the above Skills plus			
33	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
34	Ability to undertake complex assessments and write detailed reports with skill and understanding.	E	
35	Ability to monitor understanding of others, develop approach and take corrective action if required	E	
Personal Attributes			
All Grades in all Areas:			
36	Ability to use the opportunities at formal supervision effectively and work as a team member.	E	
37	Ability to work closely with other colleagues and to do joint assessments.	E	
38	Ability to be sensitive to and to work in an anti-discriminatory way with all service users and colleagues.	E	
39	Commitment to excellence in public services.	E	
40	Commitment to user and carer involvement.	E	
Special Requirements			
All Grades in all Areas:			
41	Registered with the HCPC	E	
42	Enhanced DBS check required and (Children's Workforce and AMHPs only) a 3-yearly re-checking process will be undertaken.	E	
43	Flexible approach to working arrangements and ability to work outside of normal office hours.	E	
44	The ability to access reliable transport to carry out the travel requirements of the post.	E	
45	(Children's Workforce and AMHPs) Interest in working with children to promote their development and educational needs.	E	
46	(Children's Workforce and AMHPs)	E	

	Ability to form and maintain appropriate relationships and personal boundaries with children.		
47	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
48	(Children's Workforce and AMHPs) Suitability to work with children	E	
49	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Adults posts only Due to changes in legislation, there is significant emphasis on health and social care working together to make services available outside the standard hours for 7 days a week. Working patterns may be subject to change in order to meet these statutory requirements and this will provide real opportunities for flexibility and improved balance between work duties and interests / commitments outside of work.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.