

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Safeguarding Officer/Social Worker		<b>Director/Service/Sector:</b> Adult Services		<b>Office Use</b>	
<b>Band:</b> 8		<b>Workplace:</b> County Hall, Morpeth		<b>JE ref:</b> 2483 <b>HRMS ref:</b>	
<b>Responsible to:</b> Safeguardig Operational Manager		<b>Date:</b>	<b>Lead &amp; Man Induction:</b>		
<b>Job Purpose:</b> To work as part of the Safeguarding Team ensuring that multi-agency safeguarding systems and standards are implemented across Northumberland. To advise and support community teams, partner agencies, care providers and the public in the co-ordination and management of safeguarding procedures.					
<b>Resources</b>	Staff	No line management responsibility for staff			
	Finance	No responsibilities for managing budget			
	Physical	No specific physical skills are required, though the post holder will need to be able to meet the transport requirements of the role, which will involve visits to office bases across the County and to service users' homes. They will need to be able to meet the IT requirements and be in a seated position for substantial periods of time.			
	Clients	Substantial contact with vulnerable adults and their families including within their own homes. The post does involve lone working.			
<b>Duties and key result areas:</b> Individually or as part of a team,  <div><div>1.</div><div>To work alongside and in partnership with individuals, families and carers using a range of interpersonal and communication skills to comprehensively assess highly complex psychosocial need and risk, set objectives, develop care plans and deliver appropriate interventions.</div></div> <div><div>2.</div><div>To manage power, conflict and the balance between care and control</div></div> <div><div>3.</div><div>To support individuals, families, and carers through loss, change and uncertainty.</div></div> <div><div>4.</div><div>To network and liaise with other professionals and external organisations to provide services to individuals, families and carers and to challenge and question when necessary in the best interests of the user.</div></div> <div><div>5.</div><div>To promote, enable and empower individuals, families and carers through representation of rights; advocacy; nurturing strengths and capacities to make informed choices about highly complex life decisions.</div></div> <div><div>6.</div><div>To participate in the office duty system – process appropriate referrals; provide advice and information about a wide range of highly complex issues; crisis intervention; refer appropriately to other agencies or recommend other appropriate interventions.</div></div> <div><div>7.</div><div>To work autonomously, managing, prioritising and being accountable for your own social work/clinical practice.</div></div> <div><div>8.</div><div>To be able to work effectively and positively in a multi-agency framework demonstrating excellent communication skills</div></div> <div><div>9.</div><div>To be aware of and implement adult safeguarding policies and procedures and directly undertake work in this area eg conduct safeguarding investigations</div></div> <div><div>10.</div><div>To carry out specific functions related to the post to ensure that the legal duties placed on the Local Authority in relation to adult safeguarding are appropriately discharged</div></div>					

11. To promote users' and carers' independence, choice and autonomy
12. To positively assess and manage risk in complex situations
13. To establish and maintain appropriate working relationships with individual service users, groups, families and the staff of other agencies.
14. To make case recordings and provide reports in accordance with statutory and agency requirements. To use information technology as appropriate.
15. Other duties appropriate to the nature, level and grade of the post

**Work Arrangements**

Physical requirements:	Need to visit vulnerable adults and their families throughout Northumberland.
Transport requirements:	Monday to Friday 37 hours per week
Working patterns:	Lone working at times. Daily PC and telephone use.
Working conditions:	

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**PERSON SPECIFICATION**

<b>Post Title:</b> Safeguarding Officer/Social Worker		<b>Director/Service/Sector:</b>	Ref: 2483
<b>Essential</b>	<b>Desirable</b>		<b>Asses s by</b>
<b>Qualifications and Knowledge</b>			
Degree in Social Work or Dip SW, CQSW, CSS plus PQ1 or level 3 progression Up-to-date understanding of the key issues and relevant theoretical background facing professionals in the field of adult safeguarding	Further PQ training e.g. counselling courses, personal relationships. Up-to-date knowledge of relevant legislation or other direct service skills. Knowledge of computer systems. Practice Teaching Award		
<b>Experience</b>			
At least two years social work/nursing/relevant experience Experience of Adult Protection and Safeguarding Policies and procedures. Experience of team working. Experience of positive decision making	Experience of working with adults and families in a community setting. Experience of supervising staff and students.		
<b>Skills and competencies</b>			
Ability to form positive relationships with service users and colleagues. Demonstrable assessment skills, advocacy skills and counselling skills. Ability to communicate effectively both verbally and in writing with vulnerable people families and other professionals. Ability to demonstrate sensitivity and an understanding of emotional implications of abuse Knowledge of safeguarding adult policy and procedures Ability to demonstrate positive working/co-ordination with other professionals Ability to work under pressure, meet deadlines and have strategies to cope with own stressors. Ability to assess and manage complex risk Organisational and administrative skills. Group work skills. Knowledge of recommended best practice in adult safeguarding. Ability to operate effectively as a member of a team/network. Ability to operate systems and procedures effectively. IT skills appropriate to the needs of the post. Ability to meet the travel requirements of the post	Knowledge and skills of staff supervision. Ability to recognise staff development and training needs.		
<b>Physical, mental and emotional demands</b>			
Flexible approach to the hours of working to meet the needs of the service Typical demands of an office based job including substantial PC use and travel between locations Some periods of concentration required to produce complex reports			

Frequent interruptions from phone calls and office callers often requiring an immediate response Producing work under deadlines Meeting members of the public in sometimes highly emotionally charged situations Meeting with service providers and staff from other agencies Frequently dealing with sensitive and complex situations		
<b>Motivation</b>		
Enthusiastic approach to Adult Safeguarding and Community Care provisions Positive attitude to supervision and training. Willingness to attempt new challenges and approaches. Positive attitude to supporting equality and diversity in the work place.		
<b>Other</b>		
To be committed to developing a high standard of service. To be committed to meeting the needs of vulnerable adults through collaborating with colleagues and other professional services. The ability to listen and understand the needs of vulnerable people and families. Well presented reason for application.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits