

**DARLINGTON BOROUGH COUNCIL**  
**CHILDRENS AND ADULTS SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>SOCIAL WORKER</b>
<b><u>GRADE :</u></b>	<b>Grade N (including ASYE)</b> <b>Grade O (including Best Interest Assessor)</b> Subject to progression scheme in operation within the Council
<b><u>JOB EVALUATION NO.</u></b>	Grade N – E3330 Grade O – E3331
<b><u>REPORTING RELATIONSHIP</u></b>	TEAM MANAGER
<b><u>JOB PURPOSE :</u></b>	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.
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

**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:**

1. To carry out strengths based assessments with individuals and their carers utilising a person centered 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.
2. 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.
3. 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.
4. 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:**

To carry out the duties of Grade N plus:

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

**General:**

8. 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.
9. Maintain and update case notes and other records, write reports as required; if required give evidence in court.
10. Participate in programmes of training and associated work experience for social work progression.
11. [if applicable to specialism] 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.
12. 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.
13. 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.
14. Carry out your role in line with the Council's Equality agenda.
15. 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.
16. Any other duties of a similar nature related to this post that may be required from time-to-time.
17. 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.
18. 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.
19. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2018



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**CHILDRENS AND ADULTS SERVICES**  
**PERSON SPECIFICATION - SOCIAL WORKER**  
**POST NO – D11868**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
<b>Qualifications &amp; Education</b>			
<b>1</b>	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	<b>E</b>	
<b>2</b>	[Grade O only] Successful completion of Assessed and Supported Year in Employment (ASYE)(if applicable) and evidence of CPD in core areas of practice which reflect the needs of clients	<b>E</b>	
<b>3</b>	BIA qualification		<b>D</b>
<b>Experience &amp; Knowledge</b>			
<b>4</b>	Experience of working with vulnerable adults, families, carers and communities [Grade O requires approx. 6-12 months relevant post ASYE experience including undertaking assessment of capacity to make decisions and best interest]	<b>E</b>	
<b>5</b>	Knowledge of the organisation and structures within Social Care Services.	<b>E</b>	
<b>6</b>	Knowledge of the relevant current legislation such as: <ul style="list-style-type: none"> <li>Care Act 2014</li> <li>Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards</li> <li>Mental Health Act 1983 (2007)</li> <li>Human Rights Act 1998</li> <li>Data Protection Act 1998</li> </ul> [Grade O requires working knowledge of legislation]	<b>E</b>	
<b>7</b>	Knowledge and experience of <ul style="list-style-type: none"> <li>Person Centered Approaches</li> <li>Strengths / Assets based social work</li> <li>Safeguarding</li> <li>Undertaking assessments / risk assessment.</li> <li>Support planning and purchasing.</li> <li>Monitoring and Review</li> <li>Report writing and Court work</li> <li>Carry out mental capacity assessments and Best Interests decision making</li> </ul>	<b>E</b>	
<b>8</b>	Understanding of the needs of the specific individual groups	<b>E</b>	
<b>9</b>	Experience of attendance at Case Conferences, Reviews, Core Groups, Planning Meetings	<b>E</b>	
<b>10</b>	Experience of interpreting legislation, policy or procedures to give recommendations and advice	<b>E</b>	
<b>11</b>	Knowledge of therapeutic interventions.		<b>D</b>

12	Experience of working in a multi-disciplinary environment.		D
13	Experience of Co-working cases and providing peer support.		D
14	Demonstrate ability to relate theory to practice and utilise knowledge of eligibility criteria and threshold of need to inform practice decisions.		D
	<b>Skills</b>		
15	Ability to form good working relationships with users of the service, colleagues, and wider professionals.	E	
16	Ability to organise and prioritise own work with minimum supervision and achieve deadlines.	E	
17	Ability to analyse and interpret data gathered during the assessment process.	E	
18	Ability to communicate both verbally and in writing to a wide range of audiences	E	
19	Ability to use different interviewing techniques.	E	
20	Liaison and networking skills.	E	
21	IT literate, capable of using MS Office packages including Word/Excel.	E	
22	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
23	[Grade O and above] Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others.	E	
24	[Grade O and above] Ability to undertake complex assessments and write detailed reports with skill and understanding.	E	
25	[Grade O and above] Ability to monitor understanding of others, develop approach and take corrective action if required.	E	
	<b>Personal Attributes</b>		
26	Ability to use the opportunities at formal supervision effectively and work as a team member.	E	
27	Ability to work closely with other colleagues and to do joint assessments.	E	
28	Ability to be sensitive to and to work in an anti-discriminatory way with all service users and colleagues.	E	
29	Commitment to excellence in public services.	E	
30	Commitment to user and carer involvement.	E	
	<b>Special Requirements</b>		
31	Registered with the HCPC	E	
32	Enhanced DBS check required [a 3-yearly re-checking process may be undertaken depending on specialism in line with policy].	E	
33	[depending on specialism] Suitability to work with children	E	
34	Flexible approach to working arrangements and ability to work outside of normal office hours.	E	
35	The ability to access reliable transport to carry out the travel requirements of the post.	E	
36	Emotional resilience in working with challenging behaviors and attitudes to use of authority and maintaining discipline.		D
37	The ability to communicate at ease with customers and provide advice in accurate spoken English		D
38	Capable of independent travel to carry out the requirements of the post		D