South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Social Worker

GRADE: Band 6/7 (Career Grade)

RESPONSIBLE TO: Team Manager

RESPONSIBLE FOR: N/A

Overall Objectives of the Post:

To support the Team Manager in the effective delivery of personalised services in the context of the Care Act within Adult Social Care. These may include working with people with a learning disability, autism, older people and people with physical and mental disabilities.

You will contribute to the development, performance, quality assurance and continuous improvement of Adult and Integrated Care Services. Ensuring services are responsive to the local and national landscape and contribute to the Council's aims and objectives within an overall framework that safeguards adults, promoting health, independence and wellbeing.

As a social worker you will undertake a range of assessments and interventions with a focus on maximising independence and delaying need, to ensure those people with care and support needs and their families and carers' achieve their desired outcomes. You will ensure that statutory duties and policy objectives are met within your area of responsibility, whilst optimising service performance and use of available resources with a focus on value for money.

Professional Duties and Responsibilities:

- To provide assessment of need at a level of complexity appropriate to the post, facilitating choice through the promotion of independence, as allocated by your line manager and where requested.
- Work with the person or carer to develop an agreed care and support plan to achieve the identified outcomes to meet assessed eligibility need within resource allocation.
- To refer, liaise, consult and work effectively with agencies and other professionals in order to meet identified needs.
- Ensure care and support services are person centred, focused and promote the independence, overall safety and well-being of adults and where relevant children.
- To promote and embed the effective delivery of strength based approaches to support planning, maximising on an individual's strengths and community / family resources.
- Provide professional support and information, guidance and advice on how their needs could be partly or wholly met by universal and other non-care services.
- Proactively work towards embedding personalisation into practice including but not limited to individual budgets, direct payments, self-assessment and self-directed support. Practice and support planning will be focused on outcomes rather than service driven.

- Undertake reviews of support packages as required ensuring the right level of support is delivered only for as long as is needed and at a reasonable price, advising the person and their carers' of alternative services as appropriate.
- Take professional responsibility for managing a case load, including adults with complex problems and whose circumstances may place their personal liberty or safety at risk.
- To provide written reports and support plan to represent individual and carers needs and ensure you maintain a high level of data quality for all information recorded, ensuring that the information is timely, accurate and complete.
- To safeguard individuals in a way that supports them in making choices and having control in how they choose to live their lives. Ensure that the 'Making Safeguarding Personal' ethos is at the heart of all social care practice.
- Provide a commitment to knowing the community you serve and develop links and opportunities within it and liaise with local, universal and other services to promote access to them by people with care and support needs and carers.
- Ensure the proactive and appropriate positive management of risk with people, their families and carers.
- Represent the service as a witness in court proceedings as required.
- Undertake Safeguarding Adults Investigations, as appropriate and in line with South Tyneside Safeguarding procedures.
- Contribute to the ongoing improvement and development of Adult and Integrated Care Services.
- Take responsibility for ensuring individual practice meets with Council guidelines, policies and procedures as well as local and national professional standards, including attending training and professional development events and activities relevant to the role and necessary for registration with HCPC.
- Maintain a personal responsibility to keep up to date with changes in practice and legislation, ensuring you have at all times an up to date record to support HCPC renewal.
- Through discussions on relevant development on each case, have a commitment to actively participate in regular reflective supervision and appraisal through Employee Performance Management (EPM).
- Provide day to day support to less experienced staff as required.

Cultural Change: Behaviour Framework

South Tyneside Council has identified 3 core values and asks all employees to think about how you are able to demonstrate these values through your role.

- **Integrity:** We will do the right thing whatever the circumstances
- **Valuing People:** We will respect everyone and appreciate their diversity
- **Excellence:** We will strive for continuous improvement

Adults and Integrated Care have developed a behaviour framework to reflect these core values.

Throughout your role you must demonstrate the following personal qualities and behaviours required of all our employees.

We will do what we say:

- Act with integrity and be clear about our own responsibilities and accountable for our actions
- Tell customers what they can and cannot expect from us

- Respond when we say we will to customers queries, even if we can't provide a full answer but we will take responsibility for clarifying what we don't know
- Balance competing priorities to meet standards and expectations
- Trust colleagues to fulfil their responsibilities
- Communicate in an open, honest, clear and concise way
- Respect customers right to confidentiality, sharing information only in their best interest

We will focus on Solutions:
- Value people and see the individual as the "expert" on their own life and believe choice and control should be in their hands
- Help people and communities find their own solutions, building on their strengths and assets
- Actively listen to and involve others, before making decisions and keep others informed of progress
- Consider alternative solutions, using council resources responsibly and effectively
- Be flexible in the way we deliver our services to meet customers' individual needs
- Take planned risks to inspire creative and effective solutions, learning from our successes and failures
- Work more effectively with individuals and their families and in partnership with health services, the voluntary sector and other organisations

We will be the best we can be:
- Model the behaviour we want to see in others and lead by example
- Keep up to date with developments in the service, regionally and nationally around best practice and new developing strategies
- Act on comments or feedback
- Share Ideas, resources and information effectively and actively develop our own knowledge and skills
- Take pride in our own work and that of our team members
- Celebrate team success and create a positive team spirit
- Promote and drive continuous improvement by asking "How could we do this better?"
- Continually challenge current practice and put forward ideas for improvement

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TT/CL

Date: 7.01.19