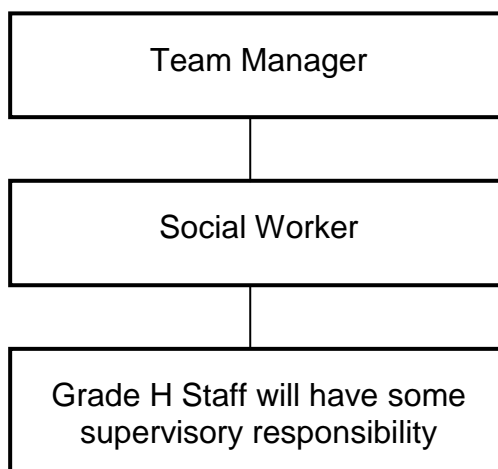




# Job Description & Person Specification

Post Title	Social Worker – Adult Services				
JE Reference	A2018 A2019 A2020 A2021	Grade	F G G+ H	SCP Range	29-31 34-36 36-38 39-41

## Reporting line:



## Job Purpose:

To provide a comprehensive social work service within the post holders area of responsibility in accordance with best practice and current legislation.

## Relationships:

**Accountable to:** Team Manager

**Accountable for:** Grade H Staff will have some supervisory responsibility

**General Contacts:** The post holder will interact on a regular basis with vulnerable adults, their families, carers and other professionals involved in their care

## Key duties and responsibilities:

### Grade F:

1. To undertake appropriate levels of assessments of need in line with national guidance, Health & Care Professionals Council codes of practice alongside departmental policies/procedures and guidance.
2. To develop and implement plans to meet the assessed needs of vulnerable adults and their families/carers and to undertake the role of key worker.

3. To work in partnership with service users and carers in the assessment, planning and review of services.
4. To work in partnership with other department's within the local authority, other statutory, voluntary and independent agencies.
5. To ensure that professional standards and practice are maintained and that responsibility for practice and decision making is undertaken commensurate with the level of experience, knowledge and grade.
6. To be able to recognise safeguarding vulnerable people situations and report through agreed processes to enable appropriate action to be taken.

**NB. Any newly qualified social workers (NQSW) appointed after 1<sup>st</sup> September 2012 must have passed the Assessed/Supported Year in Employment (ASYE) to be considered for progression to grade G**

**Grade G – In addition to the above, will also undertake the following:**

7. To undertake the above operational duties with the addition of undertaking vulnerable adults investigations, court work and complex cases.

**Grade G+ - In addition to the above, will also undertake the following:**

**Either:**

8. To practice as a Nominated Social Worker (ABE) or Best Interest Assessor where required

**Or:**

9. To assist in the induction of new and inexperienced staff.
10. To assist in the training and development of staff including undertaking the roles of practice educator and mentor other social workers.

**Grade H – In addition to the above, will in also undertake the following:**

11. To practice as a Nominated Social Worker (ABE) or Best Interest Assessor where required

**and:**

12. Deputise for the team manager in their absence as agreed by the service manager
13. To supervise level F and or NQSWs as directed by the team manager.
14. Chair strategy and review meetings.
15. Represent the department on strategic operational matters

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**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal

4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

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**Last Updated:** October 2012

**Author:** Louise Walker/Susan Jackson

POST TITLE	GRADE
Social Worker	F-H

### **NOTE TO APPLICANTS**

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Understanding of department policies and procedures including Equal Opportunity policy and the ability to comply with these <b>(F, G, G+, H)</b></li> <li>Evidence of recent working with vulnerable adults, their families and carers <b>(G+, H)</b></li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent working with vulnerable adults, their families and carers <b>(F, G)</b></li> </ul>	A, I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Effective communication skills (written and verbal) <b>(F, G, G+, H)</b></li> <li>The ability to develop new skills <b>(F, G, G+, H)</b></li> <li>Organisational and time management skills <b>(F, G, G+, H)</b></li> <li>Ability to undertake assessments of service users and their carers <b>(F, G, G+, H)</b></li> <li>Ability to develop and implement plans and provide/coordinate services to meet assessed need, demonstrating good interpersonal skills <b>(F, G, G+, H)</b></li> <li>Ability to work effectively in partnership with service users and their families, other departments within the Authority and with other agencies <b>(F, G, G+, H)</b></li> <li>Understanding lines of accountability <b>(F, G, G+, H)</b></li> <li>Understanding of the concept of performance</li> </ul>	<ul style="list-style-type: none"> <li>Court and advocacy skills <b>(F)</b></li> </ul>	A, I

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	management at both an individual and organisational <b>(F, G, G+, H)</b> <ul style="list-style-type: none"> <li>IT Skills <b>(F, G, G+, H)</b></li> <li>Court and advocacy skills <b>(G, G+, H)</b></li> </ul>		
<b>EDUCATION/ QUALIFICATIONS/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Recognised qualification e.g. BA – SW/DipSW/CQSW/CSS <b>(F, G, G+, H)</b></li> <li>Relevant post graduate qualification e.g. Practice Educator/Best Interest Assessor/Achieving Best Evidence <b>(G+, H)</b></li> <li>Working towards to successful completion of ASYE within the first year of employment</li> </ul>	<ul style="list-style-type: none"> <li>Relevant post graduate qualification e.g. Practice Educator/Best Interest Assessor/Achieving Best Evidence <b>(F, G)</b></li> </ul>	A, I
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours</li> <li>Commitment to own continuous personal and professional development</li> <li>Strong team player, committed to an ethos of continuous improvement</li> <li>Ability to act with confidentiality on all matters <b>(F, G, G+, H)</b></li> </ul>	<ul style="list-style-type: none"> <li>Full driving licence <b>F, G, G+, H</b></li> <li>Evidence of own continuous personal and professional development</li> </ul>	A, I, C
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>Commitment to equal opportunities and the ability to recognise the needs of different service users</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of having completed training in equality and diversity awareness</li> </ul>	A, I
<b>COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>Commitment to provide a customer-focussed service</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of surpassing customer expectations or service targets / goals</li> </ul>	A, I

**METHOD OF ASSESSMENT: (\*M.O.A.)** A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE R = REFERENCE