|  |
| --- |
| **Job Description** |
| **Post title** | Social Worker  |
| **JE Reference No** |

|  |
| --- |
| Grade 9 (pre progression) *–* JE Ref No: A5887Grade 11 (post progression) – JE Ref No: N6424 |

 |
| **Grade** |

|  |
| --- |
| Grade 9 (pre progression) *–* Grade 11 (post progression) – |

 |
| **Service** | Adult and Health Services |
| **Service Area** |  Adult Care – OP/PDSI |
| **Reporting to** | The post holder will be accountable to the Team Manager and work within a team of social care and/or adult health staff and ancillary user groups in a particular locality. You will have access to expertise of a wide range of other personnel in the Service and may be required to oversee the work of ancillary staff who are carrying out tasks on your behalf. |
| **Location** | Your normal place of work will be one of the Locality Teams  but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post **is** subject to an Enhanced disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

To ensure that the social care needs of people are fully assessed and that services are

delivered, monitored and reviewed in accordance with the agreed care plan

|  |
| --- |
| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

 **Assessment:**

* To undertake assessments of the needs of potential users and obtain contributions to that assessment from other personnel and/or agencies; to encourage the participation of users and carers and ensure that their views are taken fully into account; and to relate those needs to agency policies and ensure that the process is carried out in accordance with published standards.

**Care Planning:**

* To define service requirements and design individually tailored packages of care to meet assessed needs; taking into account the views of users and carers and agreeing any areas of risk with them; and to cost the care plan and assess the user's ability to contribute towards the cost of services, in conjunction with administrative and other staff.

 **Specifications:**

* Specify the nature of the services to be provided in terms of volume, frequency, duration and quality.

 **Implementing the Care Plan:**

* To negotiate the provision of services at the most cost-effectiverate and ensure they meet service principles, objectives and specifications; to make imaginative use of community resources and stimulate the development of local services: and to contribute to the drawing up of contracts with providers, in conjunction with staff of the Commissioning Service.

 **Monitoring:**

* To be responsible for developing systems to monitor the delivery of services within budgetary limits and in line with objectives and specifications and to provide continuing support to users and carers.

**Reviewing:**

* To review the achievement of care plan objectives, reassess needs and revise the care plan and re-define service requirements accordingly and ensure value for money.

**Service Standards & Service Planning:**

* To maintain published standards for the delivery of care management and assessment; to notify providers and quality controllers about deficiencies in the standards of services and to inform service planners about unmet need and gaps and shortfall in provision. To understand and implement current and future legislation that applies to the post.

 **Specialist Services and Therapeutic Intervention:**

* Where appropriate, to provide specialist counselling social work, occupational therapy, approved social worker or other professional skill contribution as requested by clients or other Social Workers in keeping with the training, experience and aptitude of the postholder, and to ensure that users have access to an advocate or independent representative whenever necessary.

**Administration** **and** **Development**:

* To ensure that records and user information are maintained using new technology wherever appropriate; to produce reports for management staff when requested; and to contribute to other Departmental administrative requirements necessary.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | Professional qualification:Degree in SW, Dip SW, CSS or CQSW or equivalent.Plus Social Work England registration.N.B. Social Workers are expected to undertake Practice Teacher training and take a student after completing 2 years at post-qualifying level. | Management qualification or post-graduate training relevant to particular specialism |
| Experience | In health or social care settings; Of working with client group serviced by the Team. | Of working in a multi-disciplinary or multi-agency environment; Commissioning services i.e. identifying need, assessing, negotiating packages of care, monitoring and reviewing. |
| Skills & Knowledge | Ability to form relationships with users and carers;Assessment and care planning; Planning, monitoring and reviewing work; Report Writing;Specific therapeutic skills;Organising work;Of the organisation and structures within Adults and Health Service, and recent or impending changes;Of the needs of the specific client group serviced by the Team i.e. Mental Health Act 83. | Negotiation with providers Liaison and networking Care management practices; Assessment processes in meeting individual need. |
| Personal Qualities | User and carer oriented;Self-motivating;Systematic approach;Ability to work under pressure;Commitment to equal opportunities;Openness to new ideas and ways of working;Ability to work as a member of a team;Commitment to continuous professional development.Access to a car or access to a means of mobility support to meet demands for domiciliary visits (if driving must have a current valid driving licence and appropriate insurance) |  |