



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Senior Social Worker**

### **Vacancy ID: 011502**

Salary: £37,890 - £39,880 Annually

Closing Date: 06/12/2020

### **Benefits & Grade**

Grade M

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

An exciting opportunity has arisen for a suitably qualified and experienced practitioner in the integrated intermediate Care Team, based in Tithebarn House. The team is staffed by Social Workers, Nurses, Physiotherapists, Occupational Therapists, Reablement Assessment Coordinators, Wellbeing Assistants and Therapy Assistants.

The team responds to requests for assessments of need relating to adults who appear to have a need for care and support for a variety of reasons. The main aims of the team are to:

- Assess needs
- Prevent the escalation of needs/risks and promote well-being
- Minimise the impact of on-going needs upon the lives of those with long term conditions before referring onwards for support planning services
- Delay the on-set of long term needs for formal support by promoting independence and working with people and their families to use community resources and informal networks effectively
- The primary focus of this role is to support hospital discharges and to ensure the appropriate and timely exit planning of people receiving intermediate care services.

The successful applicant will report to the Team Manager and will be required to deputise in the absence of the Team Manager as and when required. In-depth knowledge of the Care Act 2014 and the Mental Capacity Act 2005 is essential in order to ensure the work undertaken by the team complies with the law, promotes a preventative approach and prioritises the well-being and safety of clients and their families.

The post involves managing a reduced caseload of clients in addition to supervising and supporting team members.

The successful candidate will be skilled in problem-solving and will be required to contribute towards the development and implementation of new processes whilst supporting team members and colleagues to adapt to change. The role requires an ability to remain calm and focused whilst balancing a variety of demands.

In return, we offer flexible working arrangements, a generous leave entitlement, a supportive environment and a commitment to continuous professional development with regular supervision and annual appraisal.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Vicki Ingham, Integrated Intermediate Care Lead, on 01642 526403.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Adults and Health</b>		<b>Service Area:</b>  <b>Adult Social Care (Early Intervention and Prevention)</b>
<b>JOB TITLE: Senior Social Worker</b>		
<b>GRADE: Grade M</b>		
<b>REPORTING TO: Team Manager (Early Intervention and Prevention)</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  To provide a Social Work service to residents who are ordinary residents of Stockton. This will include both those with needs identified and their Carers. This post will be in the Integrated intermediate Care Team based at Tithebarn House, High Newham Road, Stockton TS19 8RH. The post primary focus will be to support and ensure the timely facilitation of hospital discharges, providing assessment, holding a case load, supporting and advising other professionals.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To deputise in the absence of the team manager, including being responsible for the prioritisation and allocation of workload, chairing team meetings, dealing with attendance and capability issues and authorisation of annual leave entitlements whilst ensuring staffing levels remain appropriate to the needs of the service. This may also involve supporting recruitment processes and authorising expenses such as mileage/parking.
	2.	To support the team in the provision of a social care service to residents with a need for care and support, including their informal carers where applicable.
	3.	To undertake proportionate assessments of need in conjunction with appropriate staff from other teams and/or agencies in accordance with agreed policies, procedures and guidelines.
	4.	To undertake and support assessments of mental capacity and best interests decision-making where necessary, in accordance with the Mental Capacity Act 2005 and associated practice guidance.
	5.	To devise plans to meet the identified needs, utilising the resources in the local community and the resources available to the individual.
	6.	To commission services where necessary, based upon assessment of need in line with agreed policies and budgetary provision.
	7.	To implement, monitor and review the plan with the aim to reduce, prevent and delay long term needs where possible and appropriate.
	8.	To provide supervision and oversight to team members in order to ensure core activities are compliant with the relevant legislation, policies, procedures and practice guidance, whilst ensuring that performance requirements are met.
	9.	To participate fully in multi-agency risk management forums as appropriate, undertaking risk assessments where necessary and contributing/obtaining information in line with policy and legislation.
	10	To make decisions in respect of internal safeguarding alerts/concerns and refer any appropriate alerts/concerns to the Adult Safeguarding Team for further

		enquiry/investigation. Decisions will be based clearly on criteria defined in legislation and guidance and this will be evidenced using the electronic care management system.
	11	You will be instrumental in the identification of opportunities for service improvement, taking into consideration the views and ideas of team manager and colleagues.
	12	To ensure reviews are undertaken within agreed time scales and to determine appropriate course of action towards the end of involvement, for example, signposting, provision of information, referral to other agencies and/or referral for support planning in relation to identified remaining long term needs.
	13	When appropriate, to undertake Carer's assessments and to assist the carer in completing a support plan to meet their needs.
	14	To record information to agreed standards using the appropriate systems and complying with relevant data legislation.
	15	To undertake other statutory duties as required e.g. Mental Health Review Tribunals, Manager's Reports, attending court.
	16	In respect of operational case management, the post holder will participate fully in supervision, appraisal and professional training in order to facilitate continuous improvement in both service quality and employee development and performance.
	17	To undertake any training and development as necessary to meet the duties and responsibilities of the post. To assess and make provision for the training needs of team members for whom the post holder is responsible.
	18	To ensure that professional standards are maintained in full compliance with statutory responsibilities, policies, procedures and associated guidance.
	19	To carry out the role of practice educator for social work students and to support a student on placement at a minimum of once every two years. Additionally, support and where appropriate, mentor and assess newly qualified Social Workers in their assessed first year of practice.
	20	To be flexible and respond to the needs of the service. This may involve adjusting working hours or traveling within and outside of the Stockton-On-Tees area.
	21	To work with the Team Manager, team members and other professionals within the wider community to plan, prepare and implement relevant training packages, e.g. health promotion, prevention of falls etc.
	22	To attend and participate in relevant meetings with the aim of promoting effective joint-working and improving processes for the benefit of clients and professionals.
	23	To undertake duty worker role as part of a rota if required.
	24	To undertake duties of an Approved Mental Health Professional (AMHP) or a Best Interests Assessor (BIA) and to participate in the AMHP/BIA duty rota as directed.
	25	To participate in the resolution of complaints as required.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated: 26/06/2018**



## PERSON SPECIFICATION

Job Title/Grade	Senior Social Worker	Grade M
Directorate / Service Area	Adults and Health	Adult Social Care
Post Ref:	POS011189	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>A recognised Social Work Qualification e.g. Ba Hons, CQSW, CSS, DipSW</p> <p>Post Qualifying (PQ) Award in Social Work Practice Educator Qualification</p> <p>Approved Mental Health Professional or studying towards this</p> <p><b>Or</b></p> <p>Best Interests Assessor qualification or studying towards this</p>	<p>Supervision/Appraisal training</p> <p>Advanced Adult Safeguarding course/qualification</p>	<p>Application / Certificates</p>
Experience	<p>Evidence of practical experience with service users including application of relevant legislation, policy and guidance</p> <p>Understand lines of accountability</p>	<p>Experience of providing formal supervision/appraisal.</p> <p>Management experience/deputising in the absence of manager.</p>	<p>Application / Interview</p>

	Supervisory/mentoring experience in an adult social care setting, including supporting students and/or staff undergoing their assessed first year in practice		
Knowledge & Skills	<p>Leadership skills</p> <p>Able to deputise in the absence of the team manager</p> <p>Able to manage a caseload and be responsible for case supervision of team members</p> <p>Knowledge and Understanding of Departmental policies and procedures, including Equal Opportunity Policy, Work/Life Balance and Attendance Policy, Capability Policy and Disciplinary Policy</p> <p>Knowledge of Safeguarding Adults criteria and procedures. Ability to apply this effectively in order to safeguard vulnerable adults</p> <p>Ability to undertake risk assessments and contribute within risk management forums</p> <p>Ability to support team members to undertake risk assessments and to contribute within risk management forums</p> <p>Ability to gather and analyse information and make effective decisions in a timely manner</p> <p>Working knowledge of the Care Act 2014 and associated guidance</p> <p>Working knowledge of the Mental Health Act 1983</p> <p>Working knowledge of the Mental Capacity Act 2005 and associated practice guidance</p>	<p>The potential to develop new knowledge/skills and able to take responsibility for this.</p> <p>The ability to identify the learning and development needs of staff members and to promote/facilitate this taking place.</p> <p>Complaint resolution skills</p> <p>Presentation skills</p> <p>Able to effectively manage change.</p> <p>Able to contribute to the service development and incorporate ideas of manager and colleagues</p>	Application / Interview

	<p>Able to acquire and implement relevant knowledge</p> <p>Effective interpersonal skills (written and verbal)</p> <p>Report writing skills and experience</p> <p>Effective organisational skills</p> <p>Able to work as a member of a multidisciplinary team</p> <p>Able to liaise effectively with external agencies and build effective working relationships</p> <p>Able to respond to regular supervision and support</p> <p>Be able to work in a person-centred way ensuring that the person's wishes and views are taken into consideration</p> <p>Effective IT Skills (Outlook/Word)</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Reliable and trustworthy</p> <p>Ability to remain calm under pressure</p> <p>Problem solving approach.</p> <p>Motivated to improve processes and promote early intervention and prevention</p>		Application / Interview

Other requirements	Professional registration (Social Work England)  DBS check  Able to work flexibly  The ability to travel independently throughout the Borough of Stockton	Interest in evidence-based practice	Certificates / Application / Interview
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**Person Specification dated: 21/10/2020**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.