

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Adult Safeguarding	
JOB TITLE: Social Worker			
GRADE: Grade J-L			
REPORTING TO: Team Manager (Adult Safeguarding)			
1.	JOB SUMMARY: To undertake safeguarding enquiries in relation to any abuse/neglect concern. The primary purpose is to stop abuse and neglect where possible from occurring and to prevent harm and reduce risk of abuse or neglect to adults with care and support needs. This post will be in the Adult Safeguarding team based at Queensway House, Billingham, Stockton-On-Tees.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To be committed to safeguarding the residents of Stockton-on-Tees, ensuring that all safeguarding procedures are adhered to	
	2.	Undertake safeguarding enquiries in a timely manner to determine on what further action needs to be taken	
	3.	Work to the principles of making safeguarding personal, ensuring where possible the adult is fully involved and views, wishes and outcomes are considered.	
	4.	To actively participate in and chair safeguarding strategy meetings.	
	5.	To undertake and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate.	
	6.	To work in partnership with partner agencies to ensure a timely and effective response in relation to safeguarding concerns	
	7.	To refer to appropriate care management teams should there be an appearance of need	
	8.	To communicate effectively and provide advice and information to clients	
	9.	To ensure that all information gained is recorded and distributed appropriately, in line with confidentiality requirements	
	10.	To record information to agreed standards using the appropriate systems and complying with relevant data legislation.	
	11.	To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording.	
	12.	To ensure that issues relating to poor quality services and care of the client are passed to the relevant officers within the Department.	
	13.	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.	

	14.	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
	15.	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.
	16.	To undertake other statutory duties as required e.g. Mental Health Review Tribunals, Manager's Reports, attending court.
	17.	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.
	18.	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.
	19.	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.
	20.	To undertake duty worker role as part of a rota
	21.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

The job description is intended as a guide to the key responsibilities and duties of the post. It is not an exhaustive list of all duties and may be subject to amendments to reflect the developing service.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of M (Career Grade) using the NJC Job Evaluation scheme as adopted by Stockton-On-Tees Borough Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within other social work teams 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: 10/05/21



PERSON SPECIFICATION

Job Title/Grade	Social Worker	Grade J-L
Directorate / Service Area	Adults and Health	Adult Safeguarding
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>A recognised Social Work Qualification e.g. Ba Hons, CQSW, CSS, DipSW.</p> <p>and</p> <p>Registered with Social Work England</p> <p>Level J – have successfully undertaken or will successfully undertake the ASYE program</p> <p>Level K and above – to have completed the AYSE programme if appropriate.</p>	<p>Best Interest Assessors Qualification</p> <p>Practice Educator Qualification</p>	<p>Application form</p> <p>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 Multi-Agency partnership working</p>	<p>Adult Safeguarding experience</p>	<p>Application / Interview</p>

<p>Knowledge & Skills</p>	<p>Ability to work alone or as part of a team, using own initiative where appropriate</p> <p>Able to manage a caseload</p> <p>Knowledge of Safeguarding Adults criteria and procedures. Ability to apply this effectively in order to safeguard adults at risk.</p> <p>Ability to undertake risk assessments and 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>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 liaise effectively with external agencies and build effective working relationships.</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>	<p>Working knowledge of Care Director</p> <p>Experience of chairing meetings</p>	<p>Application / Interview</p>
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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> <p>Customer focused</p> <p>Team worker</p> <p>Positive attitude</p>		Application / Interview
Other requirements	<p>Positive enhanced DBS clearance</p> <p>Able to work flexibly.</p> <p>The ability to travel independently throughout the Borough of Stockton.</p>		<p>Certificate(s)</p> <p>Application / Interview</p>

Person Specification dated 10/05/21

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 Council are moving towards the majority of office staff are able to take part in the Councils flexible working scheme trial , 60% office based and 40% home working . The Council are considering operating a 7 am to 7 pm 7 days per week in order to meet the needs of the people of Stockton . 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.