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| **Job Description** | |
| **Post title** | Social Worker / Care Co-ordinator  14-25 Navigation Team |
| **JE Reference No** | A5887 - Grade 9/ N6424 - Grade 11 |
| **Grade** | Grade 9 (pre-progression)/ Grade 11 (post-progression) |
| **Service** | Adult and Health Services |
| **Service Area** | Adult Care- Learning Disabilities |
| **Reporting to** | The post holder will be accountable to the Team Manager – and will work with a team of Social Workers, Community Nurse, Therapists, other health professionals and ancillary staff in a particular locality. You will have access to the expertise of a wide range of other personnel in the Service. |
| **Location** | Your normal place of work will be the Education and Development Centre, Spennymoor, but you may be required to work at any Council workplace within County Durham. |
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| **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. |

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| **Description of role** |

To ensure that the social care needs of young people and young adults are fully assessed and that services are delivered, monitored and reviewed in accordance with the agreed care plan

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| **Duties and responsibilities** |

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

**To ensure that that all relevant legislation and government guidance is adhered to.**

To understand and implement current and future legislation that applies to the post.

To prepare, compile and present high quality reports within current legislation, including: Court of Protection, Mental Health Act, SEND.

To balance a complex caseload and ensure that all assessments, plans, reviews and reports are carried out within legislative and Departmental timescales

To effectively represent Children’s and Adult Services within the County Council and with partner agencies from the statutory, voluntary and independent sector, in order to meet statutory requirements.

To ensure that children, young people, carers and parents views are at the centre of the service and promote their participation in all aspects of service delivery.

To participate in service developments designed to maximise young people’s engagement, promote the quality of services and improve outcomes for young people.

**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.

To carry out assessments of carers and families as defined by the Care Act and/or current legislation.

**Care Planning:**

To undertake duties and responsibilities as defined within care coordination policies, Children Act, Care Act and SEND reforms. 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 (dependent on age), in conjunction with administrative and other staff.

**Implementing the Care Plan:**

To negotiate the provision of services at the most cost-effective rate 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 Contracting Unit.

**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 and commissioning team (DCC & CCG) about deficiencies in the standards of services and to inform service planners about unmet need and gaps and shortfall in provision.

**Specialist Services & Therapeutic Intervention:**

Where appropriate, to provide specialist intervention with service users or as requested by service users, Social Workers in keeping with training, experience and aptitude of the post holder, and to ensure that users have access to an advocate or independent representative whenever necessary.

**Administration and Development:**

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

**Professional Development/Training**

To maintain up to date professional knowledge and skills through appropriate training; to undertake training to ensure that and new or relevant legislation/policy is implemented.

There is also a requirement to undertake a Practice Teaching qualification, and to mentor students.

To maintain current Social Work England registration and adhere to the codes of practice

The Post Holder will be required to demonstrate a commitment towards structuring their own training and development and career pathway to a post-qualifying level through commencement of the Post Qualifying Award – consolidation module within the specified timescales of 12-18 months following appointment.

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.

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| **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.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Professional Qualification * Dip, SW, CSS or CQSW (or equivalent). * Social Work England registration | * Post-graduate training relevant to particular specialism i.e. AMHP Best Interest Assessor. |
| 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 | * Assessment and care planning * Planning, monitoring & reviewing work * Report Writing * Specific therapeutic skills * Deciding priorities * Commitment to continuous professional development * Of the organisation and structures within Health and DCC Social Care Services and recent or impending changes * Of the needs of specific client group serviced by the team i.e. Mental Health Act, Mental Capacity Act, Children and Families Act, Care Act | * Negotiating with providers. * Liaison and networking. * Dependent on the balance of the team and skills of existing team members. * Care Co-ordination practices * Assessment processes in meeting individual needs. |
| Personal Qualities | * Ability to form relationships with users and carers * Organising work * User and career orientated * Self motivating * Systematic Approach * Ability to work under pressure * Commitment to equal opportunities * Openness to new ideas and ways of working * Ability to work independently as well as in a team * Access to a car or access to a means of mobility support (if driving must have current valid driving licence and appropriate insurance). |  |