## Job Description

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| **Job title** | **Social Work Apprentice** |
| **Salary, Grade and SCP** | £24,294 - £25,979 - Grade 3, SCP 7-11 |
| **Service/Team** | Adult Social Care, Social Work Team |
| **Responsible to** | Social Work Team Manager |
| **Main purpose of job** | To undertake work-based learning and work towards becoming a social worker by completing the Integrated Apprenticeship Degree in Social Work (Level 6 qualification). You will acquire the skills, experience, and knowledge required to be a Social Worker with guidance and support from your line manager who will be an experienced social worker.  To develop competence in practice, in line with the Professional Capabilities Framework for Social Workers  To work under the direction of the Team Manager and Senior Social Worker in the delivery of:  • Performance and Quality  • Individual and Team development  • Legislative and statutory requirements  • Support service improvements |
| **Key responsibilities** | You will work with a range of customers, carers and families to assess, monitor and review the care and support of individuals using a strengths-based approach.  Under the supervision of your manager, you will experience a range of work with adults, their carers and families, which will gradually increase in complexity as your skills, knowledge and confidence develop.  You will complete 2 placements (1 of 70 days and 1 of 100 days) in social work teams.  You will take responsibility for effectively managing your own caseload and activity.  With support from your manager, you will be responsible for ensuring all written, financial and electronic records are maintained and managed to the organisation’s standards.  To complete all required academic elements and self-directed learning to enable you to complete the apprenticeship degree in Social Work  To complete any other training deemed necessary to meet the duties and responsibilities of the post.  To ensure that practice is informed by evidence and theory.  To uphold social work values including being person centred and taking a strengths-based approach to work with families and individuals. |
| **Key tasks** | To undertake a range of assessments and evidence-based interventions in partnership with customers, carers and families alongside multi agency colleagues in accordance with agreed policies, procedures and guidance  To develop skills that will enable you to understand and analyse the needs of adults, their families and informal networks by gathering information through direct work with them.  To develop skills that will enable you to understand and correctly assess levels of need in order to formulate Care and Support Plans with clearly measurable outcomes.  Develop knowledge of and understanding of legislative frameworks related to social work in adult services.  You will be supported to develop excellent communication skills in order to effectively communicate with customers, carers, families, internal and external agencies and partners.  You will be supported to take part in Multi agency work and close partnership work with Customers, Carers and other professionals.  You will actively support in all areas of the work as appropriate and work within a team.  Undertake such other duties and responsibilities commensurate with grading and nature of the post. |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council. |

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