

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults, Health and Wellbeing		Service Area: Housing & Fairer Stockton on Tees	
JOB TITLE: Social Worker			
GRADE: J-M			
REPORTING TO: Team Manager			
1.	JOB SUMMARY: To deliver a professional, high-quality Social Work service across Adult Social Care, undertaking statutory duties including assessment, support planning, safeguarding, review and care coordination. The postholder will work across Adult Social Care pathways, managing complex cases and retaining professional accountability for decision-making in situations involving risk, uncertainty and competing needs. The role promotes independence, wellbeing and positive outcomes while ensuring adults and carers are protected from harm through timely, lawful and proportionate intervention. Key responsibilities include: • Undertaking complex strengths-based assessments and applying professional judgement within relevant legal and policy frameworks. • Determining eligibility, developing and reviewing outcome-focused care and support plans and coordinating appropriate services. • Managing safeguarding concerns, leading or contributing to enquiries, protection planning and risk management activity. • Coordinating care and support across agencies, including complex transitions and hospital discharge. • Maintaining accountability for case management, decision-making and professional standards. • Providing advice, guidance and oversight where complexity exceeds the remit of non-qualified practitioners.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
Assessment, Advice and Prevention			
	1	Undertake complex strengths-based assessments, gathering and analysing information to identify needs, risks, mental capacity issues, safeguarding concerns, strengths and available support networks.	

	2	Apply professional judgement to determine appropriate interventions, balancing risk, choice, independence and statutory responsibilities.
	3	Provide professional advice, information and guidance to individuals, carers and professionals, ensuring clear communication of options, risks and next steps.
	4	Promote prevention, early intervention and independence through community resources, Technology Enabled Care (TEC), low-level equipment and other appropriate support
	5	Identify when preventative approaches are insufficient and progress statutory assessment, safeguarding or other interventions as required
Support Planning, Care Management and Review		
	6	Develop, implement, commission and review outcome-focused care and support plans, including determination of eligibility and statutory provision.
	7	Manage a caseload of varying complexity, maintaining responsibility for assessment, planning, intervention, review and case coordination
	8	Monitor outcomes and ensure services remain appropriate, proportionate, effective and legally compliant
	9	Promote recovery, reablement and independence while reducing unnecessary reliance on long-term support services
	10	Provide guidance and oversight to non-qualified practitioners where appropriate.
Safeguarding and Risk Management		
	11	Undertake statutory safeguarding duties, including leading or contributing to enquiries, protection planning and multi-agency risk management processes.
	12	Identify, assess and manage complex and high-risk situations, including abuse, neglect, self-neglect and situations involving competing risks.
	13	Exercise professional accountability for defensible decision-making and risk management in line with legislation, policy and professional standards.
Partnership Working Co-ordination and Transitions		
	14	Work collaboratively with colleagues, practitioners and partner agencies to provide coordinated, person-centred support
	15	Lead and coordinate support in complex cases, ensuring clarity of roles, accountability and effective multi-agency working.
	16	Manage complex transitions, including hospital discharge, escalation processes and changes in care arrangements.
	17	Contribute to system flow and ensure people receive the right support at the right time.
Professional Practice, Recoding and Service Development		
	18	Exercise professional autonomy within statutory frameworks, maintaining responsibility for decisions, actions and professional practice.
	19	Prepare reports, assessments and documentation for legal, safeguarding and statutory processes as required.
	20	Maintain accurate, analytical and evidence-based records that demonstrate decision-making, risk management and outcomes.
	21	Participate in supervision, appraisal, professional development and maintenance of professional registration.
	22	Support practice learning, students and colleagues where appropriate and keep up to date with legislation, policy and best practice.
	23	Work flexibly across Adult Social Care functions, participating in duty, rota and extended-hours arrangements as required.

	24	Contribute to service improvement, innovation and new ways of working.	
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. The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace. Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life. 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.			
	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			



PERSON SPECIFICATION

Job Title/Grade	Social Worker	Grade J–M (Career Grade)
Directorate / Service Area	Adults, Health and Wellbeing	Housing & Fairer Stockton on Tees
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Recognised Social Work qualification (e.g. Degree/DipSW/CQSW or equivalent) Registration with Social Work England (or eligibility to register)	Practice Educator qualification or willingness to work towards Approved Mental Health Professional (AMHP) qualification or willingness to train Best Interests Assessor (BIA) qualification or willingness to train Training in PACE (Provision of Aids and Community Equipment) or willingness to undertake training, supporting the identification, ordering and provision of low-level equipment and assistive solutions.	Application form
Experience	Experience of working with adults, carers or families with complex needs, risk and/or safeguarding concerns	Experience across different Adult Social Care pathways (e.g. front door, hospital discharge, safeguarding, reablement or long-term support)	Application / Interview

	Experience of undertaking assessments, care planning and reviews in a social care or related setting Experience of working within a multi-agency or partnership environment Experience of managing risk and working with vulnerable individuals in high-risk or uncertain situations	Experience of safeguarding adults work, including enquiries and protection planning Experience of court work, legal processes or statutory interventions. Experience of undertaking AMHP or BIA duties	
Knowledge & Skills	Ability to interpret and apply legislation and statutory frameworks in complex situations Ability to undertake strengths-based assessments and apply person-centred approaches Ability to gather, analyse and critically evaluate complex information Ability to make defensible, evidence-based decisions, balancing risk, rights and independence Ability to assess and manage risk in complex and high-risk environments, including safeguarding	Knowledge of Mental Health Act, Deprivation of Liberty Safeguards and Court of Protection processes. Knowledge of strengths-based, preventive and community-led approaches Understanding of Technology Enabled Care (TEC) and digital solutions Awareness of system flow, discharge pathways and demand management	

	Effective communication skills, including working with individuals in challenging or sensitive circumstances Ability to prepare clear, analytical records and reports Organisational skills, including managing a complex caseload and prioritising workload Ability to work collaboratively with partners across health, social care and the voluntary sector IT skills, including use of case management systems and digital tools		
Specific behaviours relevant to the post	Demonstrates the Council's values and behaviours. Person-centred and outcome-focused approach. Professional curiosity and critical thinking. Demonstrates professional authority and accountability appropriate to a qualified Social Worker role Ability to work independently while recognising when to seek advice.	Demonstrates leadership behaviours appropriate to role level Proactive and solution-focused approach to practice Commitment to innovation and new ways of working Ability to support and develop others (e.g. students, peers)	Application / Interview

	Collaborative and team-focused approach. Flexible and adaptable to changing service demands. Resilient, able to manage complexity and work under pressure. Committed to continuous learning and development.		
Other requirements	Ability to travel across the borough as required Enhanced DBS clearance Willingness to work flexibly across Adult Social Care pathways Ability to participate in duty systems, rota arrangements and extended hours where required Flexibility to work contracted hours over a 7-day period (7am–7pm)	Full driving licence and access to a vehicle Willingness to undertake additional statutory roles (e.g. AMHP/BIA) Commitment to evidence-based practice and ongoing professional development	

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults, Health and Wellbeing	SERVICE AREA: Housing & Fairer Stockton on Tees
JOB TITLE: Social Worker	
GRADE: J-M	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Team Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .		x
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		x
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.	x	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		x

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date:

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk