Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
Directorate: **Adults, Health & Wellbeing**	**Service Area:** **Adult Social Care – Sensory Support Team**

JOB TITLE: Social Worker

GRADE: J-M

Social Workers who are practicing as an authorised Approved Mental Health Professional will receive an allowance of £3,000 per annum

REPORTING TO: Team Manager

1. JOB SUMMARY:

To provide a Social Work service to residents who are ordinary residents of Stockton. This will include those with needs identified and their Carers. This post will be in a social work team which provides services to Adults and Children.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1.	To provide a Social Work service to adults over the age of 18 years (and those younger going through the transition process).
2.	To undertake comprehensive assessments of need in conjunction with appropriate staff from other teams and/or agencies in accordance with agreed policies, procedures and guidelines.
3.	To undertake and participate in risk assessments and risk management plans and refer to statutory agencies as appropriate, for example: Child Protection, Public Protection and Vulnerable Adults.
4	To promote a personalised approach to support building on the person's wishes and desires.
5	To devise support plans to meet the assessed needs utilising the resources in the local community and the resources available to the individual.
6	To commission an appropriate package of care based upon the overall assessment need with agreed policies and budgetary provision.
7	To identify and feed back to the Team Manager any service provision developments.
8	To ensure re-assessment of need is undertaken within agreed time scales and to determine appropriate continuing support and/or withdrawal of service, as necessary.

	9	When appropriate, to undertake carer's assessments and to assist the carer in completing a support plan to meet their needs.
	10	To implement, monitor and review the care and support plan.
	11	To record information to agreed standards.
	12	To undertake other statutory duties as required e.g. Mental Health Review Tribunals, Manager's Reports, attending court.
	13	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.
	14	To ensure that professional standards are maintained in full compliance with statutory responsibilities, policies, procedures and associated guidance.
	15	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.
	16	To be flexible and respond to the needs of the service.
	17	To work with the Team Manager, Senior Practitioner, and other Professionals within the wider Community to plan, prepare and implement relevant training packages, e.g. Health Promotion.
	18	To undertake duty worker role as part of a rota.
	19	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.
	20	Other duties and responsibilities as directed by the Team Manager in line with the nature and grade of the post.
	21	The post holder may be required to move to a different team in adult social care and may be required to work 7am -7pm on a rolling 7-day basis.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of J-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 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.

Job Description updated March 2022

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	**Social Worker**	**J-M**
Directorate / Service Area	**Adults, Health & Wellbeing**	**Adult Social Care – Sensory Support Team**
Post Ref:		

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications	A recognised Social Work Qualification e.g. CQSW, CSS, DipSW (Level J-M) Note – applications will be accepted by those who are due to complete their degree. Practice Educator (Level K/L)	Approved Mental Health Professional (Level L) Best Interests Assessor (Level L) Must be willing to work towards one of these qualifications if not already	Application form
Experience	Evidence of practical experience with complex service users (Level J-M) Understand lines of accountability (Level J-M)		Application / Interview

Knowledge & Skills	Working knowledge of the Care Act (Level J-M) Working knowledge of the Mental Health Act (Level L-M) Working knowledge of the Mental Capacity Act (Level J-M) Understanding of Departmental Policies and Procedures, including the Equal Opportunity Policy (Level J-M) Able to acquire and implement relevant knowledge (Levell J-M) Effective interpersonal skills (written and verbal) (Level J-M) Report writing skills and experience (Level K-M) Effective organisational skills (Level J-M) Able to work as a member of a team (Level J-M) Able to liaise effectively with external agencies (Level J-M) Able to respond to regular supervision and support (Level J-M)	The potential to develop new skills (Level J-M)	Application / Interview

	Be able to work in a person-centred way ensuring that the person's wishes and views are taken into consideration (Level J-M)		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement (Level J-M)		Application / Interview
Other requirements	Flexible and honest (Level J-M) The ability to travel independently throughout the Borough of Stockton (Level J-M) Valid registration with Social Work England Enhanced DBS clearance	Interest in evidence-based practice (Level J-M)	Application / Interview

Person Specification dated: March 2022

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: **Adults, Health & Wellbeing**	**SERVCE AREA:** **Adult Social Care - Sensory Support**
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/s2 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: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o 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 *Food Handlers Questionnaire to be completed and sent to Occupational Health*		**x**
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		**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) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**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: J Wardle Date: 16-09-2026

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