



### Main Duties:

- 1) To complete assessments and care and support plans and to review care and support plans for Adults with social care needs; to enable people to experience personalised, integrated care, and support them to maintain their independence and wellbeing, cope with change, attain the outcomes they want and need, understand and manage risk, and participate in the life of their communities.
- 2) To work creatively with Adults, their families and carers, and collaboratively with other professionals, in a range of settings, using person-centred principles, evidence-based practice, appropriate social work methods and models, and a good understanding of risk assessment and positive risk taking and making best use of available resources, to enable people to have better lives, whilst ensuring that individual rights are upheld.
- 3) To enable access to advice, support and services to adults and families to facilitate a wide range of practical and emotional support as required, using an extensive knowledge of social care legislation, best practice, current policies and procedures, as well as local and national resources.
- 4) To take responsibility for complex cases, using practice evidence and research to inform complex judgements and decision-making and be proactive in identifying issues and recommending actions needed to support, empower and protect adults and their families.
- 5) To ensure the safeguarding of adults and children at risk from abuse, neglect or exploitation by ensuring all concerns are raised with a Safeguarding Adults Manager and by carrying out detailed safeguarding adults' enquiries/assessments/reviews in line with current legislation, policy and best practice.
- 6) To be responsible for maintaining and promoting your own knowledge of social care legislation, guidance, best practice as well as local and national resources, and sharing this knowledge with colleagues.
- 7) To maintain an awareness of your own professional limitations and knowledge gaps and seek advice and expertise where required to ensure safe and effective practice.
- 8) To contribute to the development of new initiatives, practice development, service improvement, policy and planning within teams and across agencies.
- 9) To contribute to the learning of others and to provide consultation, guidance, modelling and support the learning of good practice to colleagues within the council as well as external organisations as appropriate to grade, skills, knowledge and responsibilities, as directed by your Line Manager.
- 10) To follow and to promote best practice and local guidance in recording and documenting your activities, electronically and using other mediums, with especial emphasis on recording details pertaining to individuals.
- 11) To supervise, mentor, observe in practice and monitor staff and students and advise upon and direct the further development of their practice.

12)Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.

Designation of the Post to which the Post-Holder normally reports to: Team Manager

## Person Specification

|                        |                                                                                                  |
|------------------------|--------------------------------------------------------------------------------------------------|
| <b>Job Title</b>       | Social Worker Level I                                                                            |
| <b>Grade</b>           | PO2 (Applicants undertaking ASYE will be paid at Care Manager Grade until successful completion) |
| <b>Service/Section</b> | Generic                                                                                          |
| <b>Directorate</b>     | Health and Adult Services                                                                        |

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

| <b>Criteria</b>                                                                                                                                                                                                                                                       | <b>Method of Assessment</b> | <b>Essential/ Desirable</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| <b>Knowledge</b>                                                                                                                                                                                                                                                      |                             |                             |
| The continued basis for registration as a Social Worker with the relevant regulatory body.                                                                                                                                                                            | AF/T/P/I                    | E                           |
| This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or as prescribed in the Police Act 1997 (Criminal Records) regulations. A DBS enhanced with barred list check is an essential requirement for this role. |                             |                             |
| Knowledge of adult social care legislation, principles and best practice.                                                                                                                                                                                             | AF/T/P/I                    | D                           |
| Knowledge of the principles of best value and quality assurance.                                                                                                                                                                                                      | AF/T/P/I                    | D                           |
| <b>Skills and Abilities</b>                                                                                                                                                                                                                                           |                             |                             |
| Ability to assess and to address social care needs, using a range of information gathering and problem-solving skills.                                                                                                                                                | AF/T/P/I                    | E                           |
| Ability to work collaboratively with other professionals, organisations and members of the public.                                                                                                                                                                    | AF/T/P/I                    | D                           |
| Ability to communicate effectively verbally and in writing.                                                                                                                                                                                                           | AF/T/P/I                    | D                           |
| <b>Experience</b>                                                                                                                                                                                                                                                     |                             |                             |
| Experience of assessing the social care needs of adults with disabilities.                                                                                                                                                                                            | AF/T/P/I                    | E                           |
| Experience of working under pressure, meeting both priorities and performance targets.                                                                                                                                                                                | AF/T/P/I                    | E                           |
| Experience of completing a Safeguarding Enquiry.                                                                                                                                                                                                                      |                             | E                           |
| <b>Equal Opportunities</b>                                                                                                                                                                                                                                            |                             |                             |
| Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.                                                                                                                           | AF/T/P/I                    | E                           |

| Managers/Supervisors only                                                                                                                                                                                                                                          |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p>(see <a href="#">management standards</a> guidance for full descriptions)</p> <ul style="list-style-type: none"><li>• Leadership levels I, II or III</li><li>• Communication levels I, II or III</li><li>• Performance Management levels I, II or III</li></ul> |  |  |