

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

**DEPARTMENT**      **Health & Adult Services**      **POSTHOLDER**

**GRADE**      **PO3**

**POST DESIGNATION** **Social Worker Level 2**

#### Purpose of Job:

To be responsible to ... The Team Manager ... for:

- i. Carrying out the roles and functions of an Experienced Social Worker, as outlined in the Knowledge & Skills Statements for Social Workers in Adults Services and underpinned by the Professional Capabilities Framework for Social Workers, with responsibility for Community Deprivation of Liberty Safeguards applications and associated Mental Capacity Act assessments.
- ii. Maintaining the basis for continued registration with the appropriate regulatory body for Social Workers.
- iii. Ensuring that all work complies with Council policies and procedures and that statutory obligations are met, ensuring Community DoLS applications comply with the Mental Capacity Act 2005.
- iv. The quality and prioritisation of your own work, following direction from your Line Manager, and for alerting your Line Manager at the earliest opportunity to any case issues, caseload issues, safeguarding concerns, practice issues, issues of unaddressed risk that will adversely impact the health and wellbeing of an individual or their carer, or issues that may impact the good reputation of the department or the local authority, including issues related to unlawful deprivation of liberty.
- v. The adoption of own good practice and performance standards with respect to the Social Work Professional Capabilities Framework and Knowledge and Skills Statements, adherence to Directorate policies, procedures, statutory responsibilities and agreed targets, and promoting best practice in consultation with the legal team in Community DoLS applications.
- vi. Undertaking all duties with due regard to the provisions of health and safety regulations and legislation, Data protection/GDPR, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.
- vii. Undertaking any other work appropriate to the level and general nature of the post's duties including regular consultation with the Department's legal team in filing Community DoLS applications to the Court of Protection.

Manages up to 0 ...directly managed staff.

Manages up to 0 ...indirectly managed consultancy/contracting staff.

## Main Duties:

1. Complete assessments and care plans for adults with social care needs, reviewing these plans regularly to enable individuals to experience personalised, integrated care. Support them to maintain independence, wellbeing, cope with change, achieve their desired outcomes, understand and manage risks, and participate in their communities. This includes managing Deprivation of Liberty Safeguards (DoLS) applications within the community, ensuring compliance with legal requirements and safeguarding individual rights.
2. Work creatively with adults, families, carers, and other professionals in various settings, applying person-centred principles, evidence-based practice, and appropriate social work methods. Utilise a strong understanding of risk assessment and positive risk-taking, making best use of available resources to improve individuals' lives while upholding their rights. This includes collaborating with relevant parties in DoLS cases, ensuring the least restrictive options are always considered and implemented.
3. Facilitate access to advice, support, and services for adults and families, addressing practical and emotional needs by applying extensive knowledge of social care legislation, best practices, current policies, and local and national resources. Special attention is given to DoLS applications, ensuring that all involved parties understand the process and legal implications.
4. Take responsibility for complex cases, using practice evidence and research to inform decision-making. Proactively identify issues and recommend actions to support, empower, and protect adults and their families. This includes handling complex DoLS cases, where a thorough understanding of the Mental Capacity Act 2005 is required to make informed decisions regarding a person's capacity and liberty.
5. Ensure the safeguarding of adults and children at risk of abuse, neglect, or exploitation by raising concerns with a Safeguarding Adults Manager. Carry out safeguarding enquiries, assessments, and reviews in line with current legislation, policy, and best practice. In DoLS cases, safeguard the rights of individuals by ensuring proper documentation and assessments are in place to protect vulnerable adults under legal restrictions.
6. Maintain and promote personal knowledge of social care legislation, guidance, and best practice, while taking a lead role in sustaining a learning culture within the organisation. Stay up to date with changes in DoLS legislation and processes, ensuring best practice is followed and shared with colleagues.
7. Be aware of personal professional limitations and knowledge gaps, seeking advice and expertise where required to ensure safe and effective practice. This includes seeking additional support or training where necessary in relation to DoLS and its evolving legal framework.
8. Contribute to the development of new initiatives, practice development, service improvements, and policy planning within teams and across agencies. Play an active role in shaping the organisation's approach to DoLS and ensuring that processes align with best practice standards.
9. Contribute to the learning of others by providing consultation, guidance, and support to colleagues within the council and external organisations, in line with your grade, skills, and responsibilities as directed by your Line Manager. Provide guidance to colleagues on best practice for managing DoLS cases, ensuring legal compliance and safeguarding of individuals.
10. Follow and promote best practice and local guidance in recording and documenting activities, particularly focusing on the accurate recording of individual details. Ensure thorough and

compliant documentation for all DoLS cases, ensuring individuals' rights are respected and fully recorded in line with legal requirements.

11. Supervise, mentor, observe in practice, monitor, and allocate work to staff and students, advising on the development of their practice and workload management. Supervise and guide colleagues in managing community DoLS cases, ensuring that they understand the legal processes and their role in safeguarding.
12. Take the lead on specific areas of work, including giving presentations internally and externally, and represent the department as appropriate, in line with experience and grade as directed by your Line Manager. Lead presentations on community DoLS practices, sharing knowledge and promoting understanding of the legal framework for deprivation of liberty.
13. Participate in training and development courses as necessary for the job role or for continued development, supported by the Council's Apprentice Levy funding. Participate in DoLS-specific training and other professional development courses to remain up-to-date on legislation and best practices related to the safeguarding of adults.

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

## Person Specification

<b>Job Title</b>	Social Worker Level 2
<b>Grade</b>	PO3
<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.

Criteria	Method of Assessment	Essential/ Desirable
<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.		
Significant knowledge of adult social care legislation, principles and best practice.	AF/T/P/I	E
Knowledge of best value and quality assurance principles, with a focus on Community DoLS procedures, ensuring legally compliant, least restrictive decisions in the best interests of individuals, is required.	AF/T/P/I	D
<b>Skills and Abilities</b>		
Ability to work collaboratively with professionals, organisations, and the public, demonstrating strong interpersonal and negotiation skills. Skilled in building effective working relationships with service users, families, colleagues, and partner agencies.	AF/T/P/I	D
Ability to assess and address social care needs, applying a high standard of assessment and report writing skills, including evidence-based practice and case law. Proficient in gathering and analysing information to develop comprehensive care plans.	AF/T/P/I	D
Excellent communication skills, both verbal and written, with the ability to prepare legal documentation for court proceedings. Proficient in using case management systems, MS Office, and working under pressure to manage competing demands while remaining open to feedback and challenges.	AF/T/P/I	E
<b>Experience</b>		

Experience of assessing the social care needs of adults with disabilities including undertaking Safeguarding enquiries	AF/T/P/I	E
Experience of working under pressure, meeting both priorities and performance targets.	AF/T/P/I	D
Experience of supervising staff or students.		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
<b>Managers/Supervisors only</b>		

<i>(see <a href="#">management standards</a> guidance for full descriptions)</i> <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>	L = I C = I P = I	
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