

JOB DESCRIPTION

TITLE: Social Worker
POST NO: 0447382G2D
DEPARTMENT: Population Wellbeing
DIVISION: Adult Social Care
RESPONSIBLE TO: Operations Manager/Lead Nurse
GRADE: M1

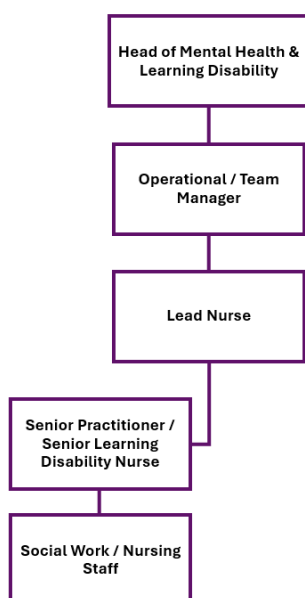
PURPOSE OF POST:

The Adult Social Care Division exists to promote the independence, inclusion and well-being of all adults with social care needs. It aims to do this by enabling people to:

- Have control over their lives.
- Live safe, healthy and fulfilled lives.
- Have an active role in a stronger and prosperous community.
- Access the support they need in order to be as independent as they choose.

You will be expected to: 1) receive and co-ordinate complex referrals, undertake the resulting assessments including Approved Mental Health Practitioner (AMHP) and Best Interest Assessor (BIA) and carers assessments; 2) coach and mentor Social Care Assessors who are undertaking assessments, support planning and review tasks; 3) influence the direction of future services.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Complete professional strength based and holistic assessments of need and risk for highly complex and challenging cases in respect of customers and carers using Luton Borough Council eligibility criteria. This will include safeguarding cases and undertaking AMHP and BIA assessments. This involves: %
65%
 - Undertaking statutory duties under the Care Act 2014, Mental Health Act 1983 and Mental Capacity Act 2005, other legislation and guidance relating to customers and carers and maintaining professional registration
 - Overseeing a duty role as necessary and prioritising level of intervention (including allocating initial assessments to social care staff) as appropriate
 - Keeping appropriate case records, statistics and information utilising Council computer case recording systems, and other IT systems where required.
 - Providing reports for Court and other purposes, meeting the needs of internal/external agencies and complying with Luton Borough Council Policies and Procedures
 - Working with other professionals and partners to achieve effective joint working through initiatives that require a multi-agency approach, participating in and organising and chairing multi agency meetings
 - Undertaking training and keeping up to date to with legislative changes and best practice
2. Coach, develop, mentor and provide support on case work issues to a group of unqualified staff / Social Care Assessors. Providing effective leadership, support and challenge to enable them to undertake assessments, including risk assessments, complete Resource Allocation paperwork and support customers and carers with support planning and review tasks. This involves: 25%
 - Ensuring that customers and carers are involved in timely assessment and support planning and review processes
 - Ensuring needs are met through negotiation with customers and their carers and consultation with professional colleagues, and that Support Plans are person centred and focused on individual outcomes, meet assessed needs, address risks, promote independence and choice, respect customers dignity

- and rights and meet their cultural needs
 - Checking that support plans (or care packages) provide value for money and meet assessed needs and outcomes identified by the user and take account of any changing needs at review.
 - Ensuring there is engagement with other professionals and partners to achieve effective joint working through initiatives that require a multi-agency approach
 - Ensuring the provision of an effective service to local people by maintaining high standards of professional practice and implementing quality assurance systems
 - When necessary and subject to accreditation, carry out, if required the role of practice teacher for students on professional qualifying courses
3. Undertake research (including benchmarking) or development work on specific issues or problems as required by your manager and inform colleagues of the likely benefit and cost of different options. (This overlaps with tasks identified under 1 and 2 above and is intended to reflect the additional time this may require) 5 %
 4. Contribute to the development of Directorate projects or strategic plans and or borough wide and neighbourhood projects as required 5%

DIMENSIONS:

Supervisory Management:

No direct line management responsibility for staffing, but for providing coaching and mentoring on case work issues to unqualified workers (social care assessors and or rehabilitation workers) who are part of the multi-disciplinary team and also providing advice to staff and students.

Financial Resources:

Although not a budget holder the postholder will be expected to develop, challenge and review arrangements for support and care which may involve expenditure of many thousands of pounds. As part of a team he/she will need to contribute to ensuring that the team's budget is properly and effectively managed.

Physical Resources:

PC / Laptop, printer and telephone

Other:

WORKING ENVIRONMENT: Agile (Smarter) Working

The Council needs to provide its services more cost effectively and this means a significant number of employees needing to work in different ways and from varying locations according to the needs of their job. In some circumstances this might mean working from home. The concept of employees having a desk of their own at a fixed location has ended.

The post holder should be available for those members of the team for whom he/she has supervisory responsibility and should be available for, advice and decision making by team members and consultation by other colleagues. The post holder will need to undertake frequent lone working, visiting individuals at home. This work will be in accordance with the Lone workers policy and Team Risk Assessment guidelines.

PHYSICAL EFFORT: Some exposure to emotional strain, dealing with angry and distressed customers and carers /families for which supervision and support is given.

CONTEXT:

The service is undergoing significant transformational change in order that it can respond to a range of external factors. The Care Act has presented challenges to existing processes and thinking for professionals working within the Adult Care Sector. Aligning this with the increasing demands placed on services through an aging population, demands for closer integration with Health colleagues and financial shrinkage from the local authority.

The strategy is to focus on people's strengths and seeing neighbourliness and neighbourhoods as the 'glue' that holds communities together, not services. Alongside local area coordination, it will embrace new ways of working to support people, building on the extraordinary levels of volunteering seen locally and across the country.

The Team's role is to meet the Local Authority's legal responsibility under the Care Act 2014 to carry out strength based person centred assessments of adults who appear to have care and support needs, and their carers', and to meet these needs through a variety of ways, achieving positive outcomes for them. Potential customers will include adults with physical disabilities, learning disabilities, sensory impairment, dementia and related mental health needs (except customers managed by the Mental Health Trust) and other adults with care and support needs at risk of harm or neglect, who are unable to protect themselves. The Team also exercises directly, or indirectly the Local Authority's other responsibilities including compliance with the Mental Capacity Act 2005, Deprivation of Liberty Safeguards and other relevant legislation.

This position is based within the Adult Social Care Service. The post holder will work on their own with the most vulnerable and challenging customers in the Borough and will be expected to work in partnership with a wide range of professionals particularly health, independent care providers and the voluntary sector to ensure a seamless, quality service. The Service works with adults and older people aged 18 and over, and their carers who need a service including undertaking the full range of statutory work with both Customers and Carers

The Post holder will focus on promoting independence, enablement and reablement and reducing, preventing and delaying the need for intensive expensive services including hospital admissions and long stays in institutional settings.

The Post Holder will be enthusiastic, adaptable and provide inspirational leadership on risk, quality and safeguarding matters and to promote personalised care pathways ensuring choice and control for all eligible individuals. You will be expected to work with others to influence and shape the local environment, to promote social inclusion and accessibility and ensure that identified needs are understood individually, by locality and fed into strategic commissioning.

You will be expected to be able to cover for your line manager on occasion and to also to cover for social workers from other pathways if required to do so for a temporary period.

The job will involve working to policy and procedures of the Council, involvement in high-risk decision making and the exercise of a high level of judgement and personal responsibility for the safety of customers. It also involves working to very demanding time scales in assessment and care planning for adults and older people. The post holder will be aware of and act within the legal framework for Adult Social Care Practice and will ensure that case recording on the councils computer system is maintained at a high level.

Safeguarding Statement – all staff are expected to:

- To work in accordance with the Mental Capacity Act and its principles;
- To ensure that any suspected abuse of an adult at risk is reported in accordance with the Adult Safeguarding Policy and Procedure;
- To promote awareness of the Adult Safeguarding Policy and the Mental Capacity Act;
- To Safeguard adults at risk by promoting their health and wellbeing, dignity and respect;
- To promote the prevention of abuse of customers and carers;
- To ensure any provider service concerns are reported to the Purchasing and Quality Team.

DBS

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification - Social Worker (Adults)

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable post qualifying experience in social/health care field.	1,2	Experience of managing and supervising staff Experience of working with adults with sensory	1,2
	Demonstrable experience of coaching/mentoring/developing	1,2		
	Demonstrable experience of working	1,2		

	work with and challenging cases - with access to support and supervision - where there may be issues of vulnerability and risk and where crisis intervention may be required in compliance with health and safety policies. Experience of the customer interface environment and demonstrable commitment to customer satisfaction including knowledge of the different adult client groups. Experience of advocacy and user involvement issues including promoting the involvement of people in developing their own care/support plans Significant experience of collaborative, partnership and inter-agency working.	1,2 1,2	Impairments Experience of working with adults with dementia, sensory impairments, mental health, autism, learning disabilities, physical disabilities	
Skills/Abilities	Self-motivating and managing, high achiever, dynamic and innovative, able to work as part of a team and meet strict deadlines and targets. Able to undertake AMHP and or BIA assessments Able to quality control and assure services Able to promote the benefits of working together as one multi-disciplinary team and one department to minimise duplication and make best use of scarce resources Able to advise, guide, assist, supervise to direct work, coach, develop and mentor the case work practice of Social Care Assessors. Including evidence of ability to evaluate alternative lines of action, identify degrees of priority and urgency and make creative and sound judgments in providing solutions on case work issues. Able to make professional judgements, accept the consequences of own actions and negotiate resources in a multi-disciplinary setting. Able to communicate effectively (orally and in writing) and work with customers, carers and with a wide range of other professionals.	1,2 1,2 1,2 1,2,5 1,2,5 1,2 1,2	Able to undertake the role of practice teacher for students on qualifying courses Ability to lead and chair multi-disciplinary meetings.	1,2 1,2

	Able to maintain high quality records, write clear, concise reports and correspondence dealing with complex issues. This will involve using Council computer database and case recording systems Value for money minded with evidence of ability to creatively design cost effective care packages, being clear about the impact of decisions on costs, implement lean processes and maintain effective administrative and organisational procedures Able to represent the Agency in court, or a similar setting. Able to set and maintain the highest standards of personal, professional and ethical behaviour and gain the trust and respect of others. Demonstrable organisational skills - able to manage periods of competing pressures, conflicting demands and priorities and plan workload in order to meet strict deadlines and targets whilst maintaining excellent standards Ability to reflect on own practice and development Able to work under pressure	1,2 1,2,5 1,2 1,2 1,2		
Equality Issues	Demonstrable knowledge and understanding of equality issues and legislation and the ability to integrate equality policies into strategies and service delivery internally & externally	1,2		
Specialist Knowledge	In depth knowledge and understanding of social care legislation and regulation and how to interpret this in a modern context including: • Personalisation • Care Act 2014 • Making Safeguarding personal • MCA DoLS • Multi-disciplinary complex case work • CQC Care Standards • No recourse to public funds • Transition • Transforming Care • Continuing Healthcare • Rehabilitation & Reablement • Telecare & Other Technologies • Knowledge of and application of	1,2, 3/5 1,2		

	the Early Help & preventative agenda • Ability to support staff working with complex family dynamics			
Education and Training	BSC, Dip SW or CQSW, (or Foreign qualification where certified by Social Work England) + at least PQ in one relevant area and hold GSCC or equivalent registration	1,4	ASW/AMHP, BIA or Practice Teaching award	1,4
	Current and Valid registration with Social Work England or equivalent professional body	1,2	Relevant Degree in related area, or management qualification	1,4
	Demonstrable commitment to continuous professional development. Willing to undertake further PQ training	1,4	Knowledge and application of: RIPHA SCIE CIPHA Social Work Theories & Practice Models	
Other Requirements	Able to visit customers and families in their own homes (regularly)	1,2		
	Able to work across the different Adult Social Care pathways (Early Intervention & Long Term Care) s	1,2		
	Able to work outside normal office hours (occasionally)	1,2		
	Willingness to do Practice Educator Training	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)

Supporting Statement

For your Supporting Statement please ensure you answer the following questions.

Tell us about your relevant experience, providing examples to demonstrate how you meet the experience criteria on the person specification.

Tell us about your skills & abilities, providing examples to demonstrate how you meet the skills and ability criteria on the person specification.

Tell us about your specialist knowledge, education and training relevant to this role as stated on the person specification.

Tell us about your demonstrable knowledge and understanding of equality issues and legislation and the ability to integrate equality policies into strategies and service delivery internally & externally.

Tell us how you are able to meet the other requirements as stated on the person specification.