

| | |
|--|---|
| Role Title | Social Worker |
| Job Family | Families & Homes |
| Location | Willow House, 869 Forest Road, Walthamstow 30 Coleridge Road, Walthamstow Town Hall, Forest Road, Walthamstow Jane Atkinson Centre, 714 Forest Road Walthamstow |
| Pay Range / Scale | (£41,133 - £52,194 dependent on experience Grade: PO1 – PO4) |
| Purpose | |
| <p>Reporting to a Practice Manager, to manage a caseload that involves undertaking the full legal range of social care assessments and developing person-led support plans to meet the needs and outcomes of individuals. To be responsible for ensuring the delivery of high quality and legally compliant social care practice to agreed standards for the staff within the remit of the post. To maximise the independence and wellbeing of adults and older people. Supervision of social care assistants as required.</p> <p>To be a member of one of the following teams:</p> <ol style="list-style-type: none"> 1) Well-being & Prevention 2) Independent Living 3) Safeguarding 4) Adult Care Management 5) Hospital Team 6) Mental Health 7) Learning Disabilities 8) Adult Review Team | |
| Generic Accountabilities | End Results/ Outcomes |
| Conduct assessments of vulnerable people's circumstances and issues to determine intervention / referral to the appropriate service. | <p>Accurate identification of vulnerable people's eligible needs.</p> <p>Risk to the health, safety and wellbeing of users and the public is effectively identified, recorded, evaluated and reduced.</p> |
| Plan and implement interventions and actions for allocated cases. Monitor and review cases. Assess in more complex cases, with guidance. | <p>Provision of agreed intervention is delivered & co-ordinated.</p> <p>Support to vulnerable people and carers is provided to the required standards and timescales.</p> <p>Vulnerable people and/or carers assessed needs continue to be evaluated.</p> <p>Timely appropriate action is taken and recorded on any</p> |

| | |
|--|--|
| | <p>risks identified.</p> <p>Protection of vulnerable people</p> <p>Implementation of statutory duties where required.</p> <p>Assess jointly as part of a multi-disciplinary team with council & health colleagues (where appropriate);</p> <p>Value for money is achieved.</p> |
| <p>Provide professional advice and guidance to colleagues and partner agencies supporting vulnerable people.</p> | <p>Professional advice and interpretation is provided on procedures, policy, legislation, systems, methods etc.</p> <p>Cases are escalated as appropriate.</p> |
| <p>Liaise internally and externally and work with colleagues from other agencies to ensure vulnerable people and carers are supported.</p> | <p>Agreed clear, accurate and appropriate information is shared via the most appropriate channel.</p> <p>Timely actions taken are appropriate to the known circumstances.</p> |
| <p>Maintain properly documented case files, records and information. Prepare standard reports as required.</p> | <p>Clear record of actions, circumstances and decisions are provided.</p> <p>Information is managed in compliance with LBWF requirements, legislation and best practice.</p> |
| <p>Carry out all duties with an awareness and understanding of the Safeguarding requirements within area of responsibility.</p> | <p>Work complies with all safeguarding policies and procedures that apply to the role.</p> <p>Behaviours and actions support the safeguarding of children, young people or vulnerable adults as appropriate.</p> <p>Carry out safeguarding investigations and report outcome.</p> <p>Undertake where requested statutory role in relation to safeguarding.</p> |
| <p>Provide advice and support to vulnerable people to assist in completing financial assessments.</p> | <p>Provide clear and accurate advice on financial options / issues.</p> <p>Signpost people to appropriate financial advice</p> |
| <p>Proactively develop professional knowledge, skills and behaviours.</p> | <p>Take responsibility for identifying and pursuing own professional practice and development needs.</p> <p>Regularly self-assess against the Professional Capability</p> |

| | |
|--|--|
| | <p>Framework and keep up to date with associated practice within the chosen area of expertise.</p> <p>Maintain an evidence log for achievement against objectives, behaviours and learning activities.</p> <p>Participate in regular practice reflection and supervision.</p> <p>Participate in job rotation within the service.</p> <p>Identify any changes that may impact upon the service / profession.</p> <p>Develop the practice of others through regular reflective supervision for those where there is a direct report and to others in the team/service when required.</p> <p>Promote the social work professional code of practice.</p> |
| Supports colleagues in the team | <p>Contribute to the development of others (e.g. through sharing knowledge, skills and experience or providing feedback).</p> <p>Participate in supporting new staff, students and ASYE employees to develop their practice and understand local procedures & systems</p> |
| Act in accordance with all policies and procedures which apply to the job and understand the reasons for this. | All policies and procedures are complied with. |
| Job Specific Accountabilities | |
| All opportunities to prevent, reduce and delay access to social care services are taken | Provision of timely advice, information and signposting to relevant community resources. |
| Maximising residents ability to maintain their independence | <p>To fully utilise an individual's assets and community resources before considering the use of Council resources</p> <p>Continuity of social care/ reablement services for service users in the community and in hospital</p> <p>Provision of equipment and assistive technology to support service users to maintain their independence</p> |
| To be responsible for ensuring the delivery of high quality and legally compliant social care practice to agreed standards for | <p>Assessments and support plans are legally compliant in relation to the Care Act, Mental Capacity Act and all other relevant legislation.</p> <p>Social care practice is delivered to agreed standards</p> |

| | |
|--|---|
| <p>the staff within the remit of the post.</p> | <p>To ensure the development of person-led support plans to meet the needs and outcomes of individuals.</p> <p>To ensure the views and needs of families and carers are considered within the assessment process.</p> |
| <p>Act as care coordinator under the Care Programme Approach (CPA) and care management process of assessment, commissioning and monitoring</p> | <p>Assess jointly as part of a multi-disciplinary team with health colleagues (where appropriate);</p> <p>Provide service to people with mental health and/or addictions in line with CPA guidelines</p> |
| <p>To ensure the implementation of Making Safeguarding Personal.</p> | <p>Vulnerable adults are appropriately safeguarded</p> <p>Practice complies with local and national safeguarding statutes and guidance</p> |
| <p>To ensure that the assessment and support planning process is robust and meets agreed guidance and standards</p> | <p>The full range of social care assessments are undertaken as necessary in conjunction with the person.</p> <p>Personalised outcome-focussed reablement and ongoing services including the design and review of creative and innovative support plans.</p> <p>Negotiating funding for services with an emphasis on promoting independence.</p> |

Nature of Contacts

Work directly with adults and older people. The work has significant implications for the well-being of individuals. Professional colleagues, other providers and external agencies to gather and exchange information and co-ordinate actions.

Liaise with external and internal partners and other agencies on day-to-day service issues and to co-ordinate actions. Works with a range of agencies and extended services, to support adults and older people and promote good practice.

Sensitivity, persuasiveness, negotiation and assertiveness skills are required to communicate with diverse audiences in emotive circumstances. Ability to build trust and confidence with adults and older people, carers and colleagues. May need to manage challenging behaviour and difficult situations.

Maintains good working relationships with other professionals whilst challenging the decisions of other statutory agencies.

Procedural Context

The social worker role is an expert in managing uncertainty, developing mutually trust and respectful relationships with people, making fine judgements about risk and daring to work

creatively and innovatively. Using their skills in communication and empowerment to enable people to take considered risks, the social worker will deliver a service that protects and safeguards children, young people, vulnerable adults, their families and carers, supporting them to assess their own needs and capacity, promote their independence, and manage risk and uncertainty.

Unpredictable work environment – may involve visiting people in their homes or hospital setting to carry out or complete the assessment and develop appropriate plans. Likely to involve disruption to planned work in order to respond to situations requiring immediate decisions and action. May involve isolated working outside core hours and / or mobile working.

Key Facts and Figures

May have a large number of increasingly complex cases running concurrently.
Appropriate DBS Clearance.

Resourcing

Budget Responsibilities: No direct responsibility, however to be accountable for ensuring value for money in the provision of care packages and other Council expenditure.
Supervisory Responsibilities: Up to 4 Social Care Assistants as required

Competency Level: Principal Officer/Manager

Knowledge, Skills and Experience

- Proven social work experience /placement/ASYE in an appropriate setting
- Demonstrable knowledge and experience of issues relating to people in need, including relevant legislation, guidance & procedures
- Experience of service delivery which is culturally sensitive and responsive to the needs of a multi-cultural community
- Ability to work as a team member
- Ability to work under regular supervision from a line manager
- Ability to work effectively under pressure
- Ability to prioritise work
- Ability to ensure Performance Indicators relating to service areas are met
- Ability to participate in change effectively
- Ability to communicate clearly verbally and in writing, and to follow through required actions
- Commitment to the participation of vulnerable people and their families both at an

individual and service level

- Able to work flexible or unsocial hours at short notice.
- Detailed working knowledge of the Care Act 2014 and other relevant legislation, procedures and guidance relating to children and families
- Awareness of current issues in care and support policy and practice
- Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.
- To understand and comply with the requirements of the Health and Safety at Work Act 1974.

Indicative Qualifications

Educated to degree standard or equivalent

Relevant professional qualification (BA Social Work or equivalent)

Social Work England registration

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.