

Appendix 2 – Social Worker Job Description

Leeds City Council

Job Description

Job Title:	Social Worker	Salary £28,127 - £30,311
Service Area:	Social Work Service	Grade PO1
Directorate:	Adult Social Care	Date: 01.10.2013
Responsible To	Team Manager	
Responsible For	Social Worker will supervise students	

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Our Vision

Our vision is "Better Lives for People in Leeds".

Our goals

"Better Lives" is about a range of positive changes we are working towards in Adult Social Care over the next few years to improve the lives of people who use care and support and wider services in Leeds.

This can be divided into three main strands:-

Better Lives through enterprise – stimulating the social care market and increasing social capital to increase the range of choices for people

Better lives through Housing, Care and Support – working to ensure that people can stay living in their own homes as long as possible

Better Lives through integration – Adult Social Care and Health services working more closely together to support people

Job Purpose:

Under the general direction of a Team Manager, and with support from Senior Social Workers, provide a high quality and comprehensive social work service to adults, carers and community in accordance with the organisational needs, policy and practices of the Directorate and within statutory guidelines

The post holder must at all times carry out responsibilities within the City Council's Policies and Procedures, in particular the Council Policies on Equality and Diversity, Health and Safety, and also within the Health and Care Professions Council Code of Practice.

Core Responsibilities:

To carry a caseload and undertake assessment of service users and carer needs using a person centred approach in accordance with agreed statutory and directorate procedures.

On the basis of assessed needs and risks and, using a person centred approach, devise and implement service and support plans which correspond to the assessed needs of service users, their families and carers in line with procedures.

Responsible for analysing information to support the ongoing needs of service users, their families and carers.

To monitor and contribute to the review of plans relating to the assessed needs of service users, their families and carers in accordance with directorate procedures.

To use a Safeguarding framework to investigate and manage risks where individuals have experienced or are likely to experience significant harm.

Provide written and verbal reports which are concise, informative and based on an analysis of complex evidence which can be used within the legal context.

Maintain and update case notes and other records, write reports as required.

Use management information systems, keeping them up to date and able to provide concise and accurate information about circumstances and plans within the limits of data protection.

Be compliant with relevant governance, policy and procedures.

Develop and maintain effective working relationships with other professionals within the directorate and partner agencies to ensure an integrated, holistic and multidisciplinary approach to the care management and safeguarding of service users.

Contribute to the promotion of improved outcomes for individuals, families, carers and groups from diverse and disadvantaged communities.

Be responsible for understanding and applying all relevant practice standards, policies and procedures.

Responsible for planning and negotiating a range of appropriate services and interventions that meet the needs of service users within delegated levels of responsibility.

Identify and implement strategies for responding appropriately to concerns about practice or procedures, seeking guidance if required.

Appropriately participate in meetings and relevant forums and convene and chair multi agency meetings in line with procedures.

Organise work activities taking account of the need to prioritise tasks and responsibilities ensuring statutory legislation and service priorities are met.

To work to and within the prescribed national Professional Capabilities Framework

Work to the prescribed standards for service provision and maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision and appraisal.

To participate in training and development activities that ensures up to date knowledge, skills, and continuous professional development.

To comply with the requirements of all Leeds City Council and Directorate policies and procedures and staff instructions, including responsibilities under Health and Safety policy and procedures

To actively promote and support Leeds City Council's and Directorate policies on Equality and Diversity

To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined by the directorate

Job Overview: To undertake cases, demonstrating an ability to adapt the approach from first principles to deal with more complex or unusual cases, assessing and managing risks appropriately. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care or other proceedings. Contribute to planning and developing of future services and policies and promote innovative ways of developing support to service users, and supervise students.

RESPONSIBILITIES

- Undertake Community Care assessments. Investigate complaints of alleged neglect and/or abuse of adults. Undertake safeguarding investigations in accordance with legislative requirements and Multi-agency Safeguarding procedures. Undertake risk assessments, identify needs and options.
- Develop and maintain effective relationships with service users, their families and carers: provide advice and support: promote independence and early intervention, as necessary; help resolve conflict, where appropriate.
- Under clear supervision, contribute to the enhanced screening of new referrals and people already in receipt of services
- Work with adults, carers and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning.
- Where necessary work in the court arena with appropriate support to obtain and implement court order.
- Construct value for money care packages; commission a range of services for individuals, groups and communities designed to minimise risk and improve quality of life for service users and their carers.
- Contribute to the development of practice and services through participation in workshops, and consultations.
- Manage an allocated caseload of service users, regularly monitor, review and evaluate changes in service user needs and ensure that all services contribute effectively to the support plan and remain an effective use of resources.
- Work with relevant agencies, including the convening and chairing of meetings.
- Work to be undertaken with supervision and guidance from the Team Manager. This may include elements of co-working more challenging/complex casework alongside more experienced workers.
- Carry out the Practice Educator Level 1 role.
- Participate in office duty on a rota basis, responding to new referrals, assessing urgency of requests and with advice and support, if appropriate, implementing actions to meet immediate needs.

- With appropriate supervision and guidance and following a minimum of 2 years post qualification experience undertake Mental Capacity Act Assessments as set out in statute, document and evidence assessments as required within statutorily defined time frames and make recommendations for authorisation.
- Where required, following a minimum of 2 years post qualification experience to undertake social work duties with regard to the Mental Health Act 2007, including assessment and admissions, where authorised for this duty.
- Participate in the Approved Mental Health Practitioner (AMHP) rota where professionally qualified

Specific Responsibilities for Social Workers - Transitions Team

- To contribute to the common assessment framework and future needs planning for young people aged 14+

Specific Responsibilities for Social Workers – Mental Health

- Work with people aged 18+ with Mental Health issues

Specific Responsibilities for Social Workers – Emergency Duty Team

- To provide an out of hours city-wide high quality emergency social work service for all client groups in accordance with the organisational needs, policy and practices within Adult Social Care and Children's services and within statutory guidelines.
- To undertake assessments under the Mental Health Act 1983 and provide responses in relation to children where they are referred as in need of protection.
- To fully participate in the EDT Duty Rota.
- Working within safeguarding procedures, to make enquiries and manage risks where children have experienced or are likely to experience significant harm.
- To provide crisis responses to carers who are in need of an urgent provision to alleviate a situation.

Economic Conditions:

Annual Leave: 26 days per annum plus 8 statutory holidays pro rata for part time employees. An additional 5 days leave is given after 5 years continuous service.

Hours: 37 hours per week - Normal office hours are 8:30am - 5:00pm Monday - Thursday and 8.30am - 4:30pm on a Friday. Flexible working arrangements, including evening and/or weekends, may be necessary on occasion to complete on-going casework, emergency situations, evening visits or meetings.

JCMT –The service provided by Joint Care Management Team will operate between the hours of 8am and 8pm Monday to Friday and 9am and 5pm on weekends and bank holidays. The hours of work will be on a rota basis to cover this 7 day service.

EDT is an out of hours service covering Monday to Thursday 5pm to 8am, Friday to Monday 4.30pm to 8am and Bank Holidays from 5pm the day before to 8am the day after the Bank Holiday. A 20% enhancement is paid for unsocial hours.

Flexible Working: A range of flexible working options are available subject to approval of a business case

Conditions of Service: NJC Terms and Conditions apply. Some locally negotiated agreements may also be in place.

Equality & Diversity: Within the Council this is about making sure that everyone can fully join in the social, cultural, political and economic life of the city. The City Council is committed to its value of Treating People Fairly; this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, and marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health & Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn't contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be "Happy, Healthy and Here". We expect all employees to contribute to their own individual safety and well being and to that of others who may be affected by their actions.

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training: The Council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development. A formal pathway of training for Social Workers is in place and continuous professional development pathways are available. Adult Social Care recognises the importance of training for the professional and personal development of staff. There is a clear career development framework for Social Workers, developed in consultation with staff.

Qualifications: Appropriate professional qualification (BSc, BA, MA, DipSW, CQSW or equivalent) Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain registration. The post holder should have achieved or commenced the Practice Educator Level 1 qualification after 2 years post qualification but within an agreed timescale of starting in this post.

Relationships The post holder will work as part of a team within a health and social care setting, maintaining effective relationships with other colleagues, Elected Members, service users, families, carers and other agencies.

Physical Conditions The post holder will be community based working within a social and /or health care setting but may be required to work in other locations throughout the city to effectively deliver their duties. Leeds City Council has a no smoking policy. However the post holder may be required to visit service users homes where other people may smoke.

SPECIAL CONDITIONS This post is subject to an Enhanced Level Check with the Disclosure and Barring Service (DBS).

In discharging its function under the Local Authority Social Services Act 1970, the Directorate is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Content Prepared / Reviewed by:

Name

Name

Designation

Designation

Date:

Date:

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates will only be short listed for interview if they can demonstrate on the application form that they meet all the essential requirements. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required

MOA

Able to effectively plan, manage, prioritise and evaluate work with users

Ability to plan, prioritise and time manage own workload.

Able to communicate and pass information effectively, accurately and concisely with a range of partners and services users, carers and colleagues

Able to engage individuals, families, carers and workers from other agencies

Able to identify appropriate social work interventions in order to promote positive change

Ability to devise and implement service and support plans

Ability to assess the needs of and work with individuals and groups using a person centred approach

Ability to maintain accurate service user records, assessments and follow policy and procedure

Able to record, evidence and communicate using technology

Able to exercise individual judgement, assess risk and consult where and when appropriate.

Ability to make proactive use of Supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability.

Ability to develop safeguarding investigative skills.

Ability to chair routine or less complex meetings	
Knowledge required	MOA
<p>Appropriate social work professional qualification (BSc ,BA, MA, DipSW, CQSW, or equivalent)</p> <p>Registration with the Health and Care Professions Council (HCPC)</p> <p>Knowledge of the range of theories and models for Social Work intervention with individuals, families, groups and communities,</p> <p>Knowledge off relevant legislation appropriate to the needs of service users from a wide range of backgrounds</p> <p>Awareness of the broad range of factors that impact on service users and families e.g. drugs, alcohol domestic violence</p> <p>Understanding of the roles and responsibilities of statutory and voluntary agencies.</p> <p>Basic awareness of IT systems including Microsoft Office, Internet and Email,</p> <p>Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting</p> <p>Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.</p> <p>Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.</p> <p>Demonstrate an understanding of diversity issues within local communities.</p> <p>Report Writing and Communications Skills</p> <p>Completion of NQSW programme or the Assessed and Supported Year in Employment (ASYE)</p> <p>Approved Mental Health Professional or willing to undertake appropriate training if required on completion of 2 years post qualification experience</p> <p>Best Interest Assessor Qualified on completion of 2 years post qualification experience if required.</p>	
Experience required	MOA
<p>Of implementing a person centred/child focused approach</p> <p>Demonstrated creativity in tackling and solving problems</p> <p>Of advocacy and user involvement.</p> <p>Of using initiative and a commitment to developing services</p> <p>Use of reflective practice techniques to critically analyse information to inform decision making and planning</p> <p>Producing written records and reports to a high standard for a variety of purposes with language suited to function</p> <p>Application of information gathering skills to make and contribute to assessments</p> <p>Of using supervision effectively</p> <p>Minimum of 12 months post qualification experience of working in a statutory setting</p> <p>Experience of devising, implementing and reviewing support plans</p>	

Behavioural & Other Related Characteristics required	MOA
<p>Committed to continuous improvement.</p> <p>Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice</p> <p>To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.</p> <p>Take responsibility for improving practice through professional development</p> <p>Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain yearly registration</p>	

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates. Progression through the grades will be linked to the appraisal process and subject to you performing your key tasks to a satisfactory level, and where appropriate successful completion of examinations.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

Skills required	MOA
Possession of a full current driving licence	
Knowledge required	MOA
Of the range of services available to users, families and carers	
Experience required	MOA
Of working with a wide range of user groups	
Behavioural & Other Related Characteristics required	MOA