

**Leeds City Council**

**Job Description**

<b>Job Title:</b>	Senior Social Worker	<b>Salary</b>	£32,778 - £35,662
<b>Service Area:</b>	Social Work Service	<b>Grade</b>	PO3
<b>Directorate:</b>	Adult Social Care	<b>Date:</b>	01.10.2013
<b>Responsible To</b>	Team Manager		
<b>Responsible For</b>	Senior Social Worker will supervise students and provide guidance for trainees, support staff and social work assistants.		

**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 to provide a high quality and comprehensive social work service 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 his/her 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 (HCPC) Code of Practice.

## Appendix 2

This is an experienced Social Worker role with specific responsibilities for managing a caseload of higher levels of challenge and complexity, which will include assessment and management of risk and to provide casework advice, support and guidance to other team members

### **Core Responsibilities:**

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

Provide advice, support and guidance on casework to less experienced team members.

Maintain and update case notes and other records, write reports as required; give evidence in court in relation to care or other proceedings.

Assist in the planning and developing of future services and policies and promote innovative ways of developing support to service users.

Supervise students and offer support to trainees, other team members and/or volunteers.

Manage and monitor a workload of complex and diverse cases within the parameters of agreed policies and practices together with professional guidance and support from Team Managers to safeguard and promote the welfare of individuals, families and their carers. Very highly complex cases may be co-worked within the line management framework

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 likely to experience significant harm.

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

Use management information systems, keeping them up to date and able to provide concise and accurate information about circumstances and plans within the requirements 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 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. Maintain an awareness of related theories and legislation. Disseminate knowledge and contribute to the delivery of a high standard of service.

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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

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

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.

Provide professional advice, and support to colleagues, including newly qualified Social Workers. Supervise, support and provide development for student placements.

Work in a cross section of social work teams, through secondments etc. to continually develop and consolidate knowledge base and level of skills and enabling the assignment of more complex caseloads to meet the ever changing needs of individuals, their families and carers.

Under the direction of the Team Manager undertake specific pieces of work in relation to customer feedback, representations, complaints, multi agency projects or service developments and make recommendations or actions plans to implement these to improve service delivery.

Chair multi agency meetings, determine plans and make recommendations to the Team Manager and contribute to the development of capacity within the community

To supervise students and contribute to the preparation of practice learning settings for student placements, ensuring induction programmes are provided and continuously monitor learning setting and opportunities provided.

## **JOB OVERVIEW**

To be responsible for a complex caseload which includes the assessment of needs and management of risk regarding adults, carers and community. Maintain and update case notes and other records, write reports as required and 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. Supervise students and develop the practice learning setting. Give guidance to trainees, support staff and social work assistants as required.

## **RESPONSIBILITIES**

- Undertake a range of complex 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.
- Contribute to the enhanced screening of new referrals and people already in receipt of services.
- Work with individuals, families, 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 orders
- 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.
- Carry out specific pieces of work on cases that are allocated to other team members.
- To undertake the Practice Educator Level 2 role and assess and manage the work of social work students.
- 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 Best Interest Assessments as set out in statute, document and evidence assessments as required within statutorily defined time frames. Where required identify and nominate a Representative for the individual and make recommendations for any proposed 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 Senior Social Workers - Transitions Team**

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

### **Specific Responsibilities for Senior Social Workers – Mental Health**

- Work with people aged 18+ with Mental Health issues

### **Specific Responsibilities for Senior 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.

### **Specific Responsibilities for Senior Social Workers – Physical Impairment**

- Manage a specific caseload of disabled adults who have multifaceted and complex needs where specialist knowledge is required e.g. Effect of medical condition, available resources etc
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- Offer advice, information and support to colleagues in dealing with disabled adults who have multifaceted and complex needs.

### **Specific Responsibilities for Senior Social Worker – Traumatic Brain Injury**

- Manage a specific caseload of complex brain injury cases and support colleagues who work with people with brain injury.

### **Specific Responsibilities for Senior Social Worker – Area Mental Health**

- To provide a care management and social work service for adults (aged 18+) with mental health and other complex social care needs.
- To provide advice, consultation, and professional advice to those trained to undertake Adult Safeguarding, Approved Mental Health Professional, Best Interests Assessor and Mental Capacity Act duties and/or assessments.
- To offer supervision, advice, and guidance to others within the Area Office including OT's, Social Workers (Care Managers), and unqualified staff in ensuring the delivery of a safe and outcome-oriented service to those with mental and physical health needs. This will include work with individuals with complex and challenging needs who may represent a risk to themselves and/or others.

### **Specific Responsibilities for Senior Worker – Crisis Assessment Service**

- To take a lead role in screening and assessment, and provision of crisis management for people referred to the service who are in crisis.
- Provide a service, which is in line with the team operational policy i.e. client focused, accessible and responsive on a 24 hour basis.

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- Maintain and develop expertise in the acute care of people with a serious mental health problems, including the management of people at significant risk of suicide.
- To carry out Mental Health Act Assessments, particularly people detained on Section 136.

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.**

### **Economic Conditions:**

**Annual Leave:** 26 days per annum increasing to 28 through incremental progression 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.

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.

Crisis Assessment Service operates 24 hours per day over 7 days. The hours of work will be on a rota basis to cover this 7 day service. An additional allowance of 15% will be paid for working evenings and weekends on a rota basis.

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.

**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.

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**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 Senior 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 Senior Social Workers, developed in consultation with staff.

**Qualifications:** Appropriate professional qualification (BSc, BA, MA, DipSW, CQSW or equivalent) Registration with the Health & Care Professions Council (HCPC) upon commencement of the post and maintain registration. Practice Educator Level 1 on appointment, and to undertake Practice Educator Level 2 within an agreed time period.

**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. Supervision will be provided as a minimum on a monthly basis

**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.

**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**

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

Ability to plan, prioritise and time manage a complex workload.

A high level of effective written and verbal communication and the ability to pass information accurately and concisely with a range of partners and service users, carers and colleagues

Able to overcome resistance and to exercise assertiveness in appropriate situations when working with individuals, families, carers and other agencies

Ability to negotiate, challenge and manage conflict.

To innovate and problem solve with the ability to identify appropriate social work interventions in order to promote positive change

Ability to devise, implement review and evaluate service and support plans

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

Ability to exercise individual judgement and consult where and when necessary

Ability to be flexible, creative and use own initiative

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 chair multi agency and other meetings and represent the Council in a professional capacity

Able to develop self and others including mentoring, supervision and development of student placements and other social work staff

Able to lead and motivate staff

**Knowledge required**

Appropriate social work professional qualification (BSc, BA, MA, DipSW, CQSW, or equivalent)

Registration with the Health & Care Professions Council (HCPC)

To undertake Practice Educator Level 2 on appointment

Recent relevant professional development

Knowledge and understanding of the legislative framework appropriate to the needs of service users



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from a wide range of backgrounds

Understanding of the roles and responsibilities of statutory and voluntary agencies.

Basic awareness of IT systems including Microsoft Office, Internet and Email,

Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting

Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.

Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.

Demonstrate an understanding of diversity issues within local communities.

A good understanding of the challenges of working within a multi agency environment

Undertake Approved Mental Health Practitioner training if required

Best Interest Assessor Training if required

### **Experience required**

Minimum of 2 years experience of working in a statutory setting

Experience of working in a multi agency setting

Demonstrated creativity in tackling and solving problems

Of working within and implementing a person centred/child focused approach

Experience of supervising, supporting, encouraging and advising qualified and non qualified staff

Use of reflective practice techniques to critically analyse information to inform decision making and planning

Producing written records and reports to a high standard for a variety of purposes with language suited to function

Managing a high level, complex and diverse caseload within agreed parameters, policy and procedure

Application of information gathering skills to make and contribute to assessments

### **Behavioural & Other Related Characteristics required**

Committed to continuous improvement.

Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice

To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.

Take responsibility for improving practice through professional development

Registration with the Health & Care Professions Council (HCPC) upon commencement in post and maintain yearly registration

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**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**

Possession of a full current driving licence

### **Knowledge required**

Consolidation of learning for specialist practice.

Of the range of services available to users, families and carers.

### **Experience required**

Of working and reporting within a court environment.

Of working with a wide range of user groups.

**Job Risk Analysis**

Recruiting Employer	Leeds City Council
Department and Section	ASC LD care management
Post/Job Title	Senior Social worker
Description of main activities the applicant would be required to undertake	Assessment and care management duties both office and community based
Hours/work pattern	37 hours

**If the work contains any of these elements it is defined as a PART A ROLE**

Work element	YES/NO
Work at heights (e.g. over 2m )	No
Work in excessively noisy environments.	No
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build up of gases, vapours or fumes or the need for the use of breathing apparatus)	No
Use of tools and equipment associated with hand-arm or whole-body vibration.	No
Driving Leeds City Council Vehicles.	No
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons	No
Contact with hazardous substances identified as requiring regular health surveillance under COSHH n.b. this includes infectious agents eg from bodily fluids, or zoonoses.	No
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	No
Work with lead or lead-based products.	No
Work with, or regularly in, environments where there is likely to be, asbestos containing materials.	No
Where the role requires an employee to be immunized.	No
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions;	No
Any other occupational hazards/comments relevant to this post (state):	No

**All other roles are defined as Part B. Please indicate if the work involves any of these elements.**

Work element	YES/NO
Face to face contact with the public/service users	Yes
Working in isolation/lone working	Yes
Work with electrical wiring	No
Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role.	No
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role.	No
Manual handling/moving and handling (i.e. other than routine office lifting and carrying).	No
Working with vulnerable service users.	Yes
Work with repetitive movements or forced posture.	No

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Work as a regular display screen user.	Yes
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation.	No
General office-based activities.	Yes
Driving own vehicle on Council business.	Yes
Any other occupational hazards/comments relevant to this post (state):	No

**N.B. Appropriate control measures for these identified hazards will have been identified and implemented.**

This role has been classified as a PART B ROLE