

# Job Description and Person Specification

## Social Worker

Job Details	
Grade	6/7
Service	Adult Social Care
Location	One Friargate, floor 9
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To work closely with people with care and support needs, carers and other professionals to provide an appropriate assessment and case management service to professionally accepted standards. To assist in the overall provision of social work services within the Adults Services Case Management Team.</p>

Key Responsibilities and Accountabilities
1. Comply with the appropriate legal statutes and departmental policy affecting Assessment and Case Management operations.
2. Maintain documentation and other records of case management activities in accordance with approved policy and procedures.
3. Investigate and assess referrals, including defining problems and needs, and formulate outcome focused care plans for implementation.
4. Devise and implement outcome focused support options using the prescribed documentation, and co-ordinate cost effective provisions based upon such options.
5. Devise plans that seek to promote the independence, choice and control of people with care and support needs to enable them to continue to live at home and, where this is not appropriate, to arrange alternative forms of provision to meet their needs.
6. To carry a caseload including cases of a level of complexity and risk appropriate to a practitioner who has attained PQ 1-6 or has met the social work competencies specified in Coventry City Council's progression process.
7. Initiate legal processes and procedures in line with local policy to safeguard adults with care and support needs who may be at risk.
8. To identify potential risk situations in respect of children and in line with Safeguarding Policy and Procedures refer these to appropriate agencies for action.
9. Liaise and work jointly with colleagues and staff from other agencies as appropriate.
10. To be responsible for the coordination and active involvement in case reviews as specified by departmental policies and practices.
11. Prepare work for formal supervision under the direction of the Team Leader or Service Manager and keep them informed of potential difficulties.
12. Provide support, guidance and direction to other staff, including G6 Case Managers and Community Case Workers, regarding work carried out on behalf of the Case Manager.
13. Undertake learning and development to promote continued professional development in accordance with the requirements of Coventry City Council and Social Work England. Maintain and update knowledge of current legislation relevant to social care and health and of the appropriate benefits and other services available to people with care and support needs and carers.
14. Act from time to time as student supervisor (practice educator or workplace supervisor) to students or departmental staff undertaking approved training. Undertake training in student supervision, where appropriate.
15. Any other duties and responsibilities within the range of the salary grade.

Key Relationships
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External:	Health including Mental Health/CWPT/CHC/ Hospitals Housing Police Community Partners Service Providers	Internal:	Finance Commissioning Public Health Other Adult Social Care Teams including Mental Health Children's Services Internally Provided Service Providers
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Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul> <p><b>Smoke Free</b></p> <p>The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.</p>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	The City Council’s Equal Opportunities Policy and how to ensure service provision is sensitive and relevant to all people with care and support needs, and carers.

Knowledge	Knowledge of relevant legislation and policy, including the Care Act, Mental Health Act, Mental Capacity Act, Human Rights Act, and the Children Act and Working Together.
Knowledge	Comprehensive knowledge of Social Services Provision and an ability to signpost to other non-statutory forms of provision to meet agreed needs.
Knowledge	Comprehensive understanding of the range needs of people with care and support needs, and their carers.
Knowledge	Understanding of statutory guidelines and current thinking on good practice and delivering services with an outcomes focus in accordance with the personalisation agenda and strengths-based practice.
Knowledge	Comprehensive knowledge of assessment models, case management and reviewing processes and awareness of other methods of strength-based intervention appropriate to an outcome focused service for adults with care and support needs.
Skills And Ability	Assessing the needs of and risks to people with care and support needs, and carers, using information from other agencies to do so.
Skills And Ability	Implementing and reviewing outcome focused care plans. Liaising with others to ensure cost effective services meet eligible needs.
Skills And Ability	Anticipating and responding appropriately to situations of conflict, high risk and challenge.
Skills And Ability	Effective communication - face to face, over the telephone and in writing complex letters, reports, assessments and case records.
Skills And Ability	Good IT literacy skills to work with client information systems and the completion of online forms.
Skills And Ability	Good numeracy to understand and, implement financial procedures related to the arrangement of services for people with care and support needs.

Skills And Ability	Self-organisation to effectively perform the functions of a social worker, prioritising tasks to achieve goals and meet deadlines autonomously, seeking advice where needed.
Skills And Ability	A commitment to working in an anti-discriminatory and non-judgemental manner, with people with care and support needs, carers, and other professionals.
Skills And Ability	Follow specific procedures and work within guidelines, seeking and using support appropriately to participate in a constructive way in formal supervision and peer group meetings.
Skills And Ability	Recognise when to use statutory or 'professional' authority sensitively and responsibly with clarity.
Skills And Ability	To participate in all aspects of learning and development to achieve continued professional development to meet continued professional development requirements.
Skills And Ability	Chairing and participating in meetings including case reviews / safeguarding meetings and legal planning meetings.
Experience	Experience of working with a range of people with care and support needs and managing risk.
Experience	Experience of assessment and case management with adults with care and support needs including those with physical disability, older age adults and those with additional needs due to substance misuse or mental health needs.
Experience	Experience of analytical and evidence-based report writing and record keeping.
Experience	Experience of working in a team, multi-agency working and participation in teamwork.
Qualification	Qualification in Social Work and current registration as a Social Worker with Social Work England.

### Disclosure and Barring Service (DBS)

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

### Declaration

Reviewed/Created By:	Emma Cook		
Job Title:	Team Leader	Date:	06/08/25