

# Job Description and Person Specification

## Social worker



# Job Description

<b>Job Title</b>	Social worker
<b>Grade</b>	6/7
<b>Service</b>	All Age Disability – transitions team – Adult social care
<b>Reports to</b>	Team Leader
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** 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:



## About the Service your team will provide

### Purpose of the role

To coordinate the assessment of needs of designated service users. To work with service users and their carers in accordance with agreed multi-agency assessment processes. To plan collaboratively and creatively with service users and to arrange or commission the provision or services appropriate to meet assessed needs and ensure value for money. To make enquiries regarding abuse and neglect and promote positive risk taking. To have a knowledge of a wide range of services and other resources including statutory, voluntary and private provision. To be flexible, adaptable, and embrace change.

## Main Duties & Key Accountabilities

### Core Knowledge

- Comply with and have a working knowledge of appropriate legal statutes including the Care Act 2014, Mental Capacity Act 2005 and Deprivation of Liberty Safeguards, Mental Health Act 1983, and a knowledge of the Children and Families Act 2014. To initiate legal processes and procedures when necessary.
- To adhere to Coventry City Council's Code of Conduct and Behavioural Expectations.
- To Co-ordinate Sect. 42 Enquiries and ensure that the principles of the Making Safeguarding Personal programme are embedded into practice. To refer to other agencies as appropriate.
- Maintain Documentation and other records in accordance with approved policy and procedures.
- To investigate and assess referrals, complete holistic, measurable, and proportionate assessments.
- Devise outcome focused, creative, and cost effective support plans to promote the independence, choice, and control of service users, enabling them to live in the least restrictive environment.
- Oversee the implementation of plans and oversee the provisions which form part of the plan.
- To create good practice examples and model good practice to support a change in culture with regards to co-produced support plans and supporting individuals to use their personal budgets to meet their outcomes in the most cost effective and creative ways.
- Institute legal processes and attend court on behalf of the Local Authority as appropriate.
- Liaise and work jointly with other agencies to ensure a smooth transition for young people into adulthood and adult services.

- 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.
- Liaise and work jointly with colleagues and staff from other agencies as appropriate.
- To be involved in the coordination and active involvement of service reviews as specified by departmental policies and practices.
- Prepare for formal supervision under the direction of the Team Leader or General Manager and keep them informed of potential difficulties. Fully engage in critical thinking and reflective supervision considering evidence and theory based practice. Engage in Social Work mentoring if this is requested.
- Conform to the Social Work England standards of conduct performance and ethics, and standards for continuing professional development.
- Provide support and guidance to other staff including community care workers and Social Workers of other grades. Act from time to time as a Social Work student supervisor. The post holder should be prepared therefore to undertake training in student supervision where appropriate.
- Undertake learning and development to promote continued professional development, maintain knowledge of legislation, benefits, and services available to service users and carers.
- Contribute to the Social Work team's examination of community needs, identification of ways of responding to those needs, and their implementation.
- Any other duties and responsibilities within the range of the salary grade

## Key relationships

External	Internal
Health, including mental health/ICB/CHC Housing Police Community partners Service providers Educational providers	Finance Commissioning Public health Other adult social care teams Children's services Internally provided service providers Education (SEND)

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

N/A

# Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Knowledge of, appropriate legal statutes including the Care Act 2014, Mental Capacity Act 2005 and Deprivation of Liberty Safeguards, Mental Health Act 1983, and a knowledge of the Children and Families Act 2014. To initiate legal processes and procedures when necessary. To keep up to date with new legislation	
Knowledge of social services provision	
Understanding of a range of service users' and carers' needs	
Awareness of statutory guidelines and current thinking on good practice	
Knowledge of social work theories, methods and models	
Knowledge of equal opportunities legislation, policy and practice.	
<b>Skills and Abilities</b>	
Able to assess the needs of service users and carers, designing, using reports from other agencies if necessary, implementing and reviewing care plans accordingly, and ensuring these procedures fully involve service users	
Able to anticipate and respond appropriately to situations of conflict	
Effective communication skills; face to face, using the telephone, writing complex letters, reports and records	
Able to recognise when to use statutory or 'professional' authority sensitively and responsibly with clarity over the role of your agency	
Work effectively with service users and carers, colleagues and other agencies via negotiation, counselling and providing timely information	
Ability and willingness to undertake further training	
Ability to embrace, manage and accept change	
To have developed personal resilience to manage the emotional demands of the job effectively and sustainably.	
<b>Experience</b>	
Having completed recording/administrative procedures in line with experience	
Experience of team membership and participation	

Experience of working with a range of service user groups.
<b>Qualifications</b>
Appropriate social work qualification degree in social work, Dip SW, CSS, CQSW or validated equivalent in another country
Currently registered with Social Work England to practice as a social worker.
<b>Special Requirements</b>
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).

<b>Date Created</b>	March 2023	<b>Date Reviewed</b>	
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