



Coventry City Council

Job Description

Post:	Social Worker	Job Number:	
Service:	Community Discharge Team	Post Number:	
Location:	Coventry	Grade:	6/7

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.

Job Purpose:

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 Community Discharge Team

Main Duties and Responsibilities:

1. Comply with the appropriate legal statutes and departmental policy affecting social work 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 focussed care plans for implementation.
4. Devise and implement outcome focussed 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 the Health Care Professionals Council. 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.Work flexibly to meet the needs of the service. This will include Seven Day working on a rota basis including Bank Holidays as applicable
- 16.Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Team Leader

Date Reviewed: August 2020

Updated: August 2020



Coventry City Council

Person Specification

Post:	Social Worker	Job Number:	
Service:	Community Discharge Team	Post Number:	
Location:	Coventry	Grade:	6/7

Area	Description
------	-------------

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 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
	• Comprehensive knowledge of Social Services Provision and an ability to signpost to other non-statutory forms of provision to meet agreed needs.
	• Comprehensive understanding of the range needs of people with care and support needs, and carers
	• Understanding of statutory guidelines and current thinking on good practice and delivering services with an outcomes focus in accordance with the personalisation agenda.
	• Knowledge of assessment models, case management and reviewing processes and awareness of other methods of intervention appropriate to an outcome focussed service for adults with care and support needs.

Skills and Abilities:	• Assessing the needs of and risks to people with care and support needs, and carers, using information from other agencies to do so
	• Implementing and reviewing outcome focussed care plans. Liaising with others to ensure cost effective services meet eligible needs
	• In anticipating and responding appropriately to situations of conflict and challenge.
	• In effective communication - face to face, over the telephone and in writing complex letters, reports and case records.
	• Good IT literacy skills to work with client information systems, the completion of on-line forms and on-line expense claims
	• In self-organisation to effectively perform the functions of a social worker, prioritising tasks to achieve goals and meet deadlines, seeking advice where needed.



Coventry City Council

	• A commitment to working in an anti-discriminatory and non-judgemental manner, with people with care and support needs, carers, and other professionals.
	• Follow specific procedures and work within guidelines, seeking and using support appropriately to participate in a constructive way in formal supervision meetings.
	• Recognise when to use statutory or 'professional' authority sensitively and responsibly with clarity.
	• To participate in all aspects of learning and development in order to achieve continued professional development to meet continued professional development requirements.
	• In chairing meetings including case reviews / safeguarding meetings.

Experience:	• Experience of working with a range of people with care and support needs
	• Experience of assessment and case management with adults with care and support needs.
	• Experience of report writing and record keeping procedures
	• Experience of working in a referral taking service.
	• Experience of working in a team and participation in teamwork.

Educational:	• Qualification in Social Work
	• Current registration as a Social Worker with Social Work England

Special Requirements:	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).
------------------------------	--

Date Reviewed: August 2020

Updated: August 2020