

# Job Description and Person Specification



# Job Description

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|----------------------------|---------------------------------|
| <b>Job Title</b>           | Social Worker                   |
| <b>Grade</b>               | 6 / 7                           |
| <b>Service</b>             | Adult Social Care               |
| <b>Reports to</b>          | Team Leader and Service Manager |
| <b>Location</b>            | 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 / Output

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 & Key Accountabilities

### Core Knowledge

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.

## Key relationships

| External   | Internal  |
|--|---|
| <ul style="list-style-type: none"><li>UHCW Safeguarding Nursing Team</li><li>UHCW Tissue Viability Team</li><li>UHCW Intergrated Discharge Team</li><li>UHCW REACT Team</li><li>UHCW Frailty Team</li><li>Coventry &amp; Warwickshire Partnership Trust</li><li>Coventry and Warwickshire Intergrated Care Board</li><li>West Midlands Ambulance Service</li><li>West Midlands Fire Service</li><li>West Midlands Police Service</li><li>Coventry Coroner Services</li><li>Care providers</li><li>Charity Organisations</li><li>Citizen Housing</li><li>GP Services</li><li>Out of City Hospitals</li><li>Other Local Authorities.</li></ul> | <ul style="list-style-type: none"><li>Coventry City Council Brokerage Team</li><li>Coventry City Council Commissioning Team</li><li>Coventry City Council Legal Department</li><li>Coventry City Council Homelessness department</li><li>Coventry City Council Financial Assessment Team</li><li>Other Adults Social Care Teams</li></ul> |

## 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.

### 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

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|---|--|
| <b>Job Evaluation Code</b>  |  |
| <b>Knowledge</b>  |  |
| 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. |  |
|   |  |
| <b>Skills and Abilities</b>   |  |
| 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.   |  |

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|---|
| Good IT literacy skills to work with client information systems, the completion of on-line forms and on-line expense claims.  |
| In numeracy in order to understand and, implement financial procedures related to the arrangement of services for people with care and support needs.                     |
| In self-organisation to effectively perform the functions of a social worker, prioritising tasks to achieve goals and meet deadlines, seeking advice where needed.        |
| 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.  |
|   |
| <b>Experience</b>   |
| 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.  |
| <b>Qualifications</b>   |
| 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)

This Authority is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

**Date Created**

November 2022

**Date Reviewed**

August 2024