

# Job Description

<b>Job Title:</b>	Social Worker	<b>Job Number:</b>	
<b>Directorate:</b>	Peoples Directorate	<b>Post Number:</b>	
<b>Services:</b>	Adult Social Care	<b>Grade:</b>	6/7
<b>Location:</b>	Community Services 65+		

## Job Purpose:

To co-ordinate 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 arrange or commission the provision of 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 and Responsibilities:

1. 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.
2. To adhere to Coventry City Council's Code of Conduct and Behavioural Expectations.
3. 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.
4. Maintain Documentation and other records in accordance with approved policy and procedures.
5. To investigate and assess referrals, complete holistic, measurable, and proportionate assessments.
6. 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.
7. Oversee the implementation of plans and oversee the provisions which form part of the plan.
8. 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.
9. Institute legal processes and attend court on behalf of the Local Authority as appropriate.
10. Liaise and work jointly with other agencies to ensure a smooth transition for young people into adulthood and adult services.

11. 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.
12. Liaise and work jointly with colleagues and staff from other agencies as appropriate.
13. To be involved in the coordination and active involvement of service reviews as specified by departmental policies and practices.
14. 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.
15. Conform to the Health and Social Care Professionals Council's standards of conduct performance and ethics, and standards for continuing professional development.
16. 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.
17. Undertake learning and development to promote continued professional development, maintain knowledge of legislation, benefits, and services available to service users and carers.
18. 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.

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 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 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 Equality, Diversity and Inclusion Policy.

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

<b>Responsible for:</b>	<b>NA</b>	<b>Responsible to:</b>	Team Leader
<b>Date Reviewed:</b>	<b>February 2021</b>	<b>Updated:</b>	<b>February 2021</b>

## Person Specification

<b>Job Title:</b>	Social Worker	<b>Job Number:</b>	
<b>Directorate:</b>	Peoples Directorate	<b>Post Number:</b>	
<b>Services:</b>	Adult Social Care	<b>Grade:</b>	6/7
<b>Location:</b>	The All Age Disability Service		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of Social Services provision</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of a range of service users' and carers' needs.</li> </ul>
	<ul style="list-style-type: none"> <li>Awareness of statutory guidelines and current thinking on good practice</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of Social Work theories, methods, and models.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of equal Opportunities Legislation, policy and practice.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to anticipate and respond appropriately to situations of conflict</li> </ul>
	<ul style="list-style-type: none"> <li>Effective communication skills; face to face, using the telephone, writing complex letters, reports and records.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to recognise when to use statutory or "professional" authority sensitively and responsibly with clarity over the role of your agency.</li> </ul>
	<ul style="list-style-type: none"> <li>Work effectively with service users and carers, colleagues and other agencies via negotiation, counselling, and providing timely information.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability and Willingness to undertake further training.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to embrace, manage, and accept change.</li> </ul>
	<ul style="list-style-type: none"> <li>To have developed personal resilience to manage the emotional demands of the job effectively and sustainably.</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Having completed recording/administrative procedures in line with experience.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of team membership and participation</li> </ul>
	<ul style="list-style-type: none"> <li>Experience working with a range of service user groups.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>Appropriate Social Work Qualification Degree in Social work, Dip SW, CSS, CQSW or validated equivalent in another country.</li> </ul>
	<ul style="list-style-type: none"> <li>Currently registered with the Health Care Professionals Council to practice as a Social Worker</li> </ul>

**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:****Updated:**

February 2021