



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**

Standard Template

|                            |   |                      |                   |
|----------------------------|---|----------------------|-------------------|
| <b>JOB TITLE:</b>          | Social Worker   |                      |                   |
| <b>GRADE:</b>              | G9  | <b>SERVICE AREA:</b> | Adult Social Care |
| <b>JOB CODE:</b>           |   |                      |                   |
| <b>REPORTS TO:</b>         | Team Manager/Advanced Practitioner  | <b>LOCATION:</b>     |                   |
| <b>SPECIAL CONDITIONS:</b> | <ul style="list-style-type: none"> <li>Registered as a Social Worker with Social Work England.</li> <li>Ability/willingness to travel from location to location.</li> <li>Some working outside normal office hours will be required.</li> <li>Enhanced DBS required</li> <li>This post is covered by the Government’s Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</li> </ul> |                      |                   |

**Main purpose of the job role:**

- To improve outcomes for adults with care and support needs and carers.
- To undertake effective strengths based assessments, planning and direct work with adults with care and support needs and carers that identifies needs in accordance with the Care Act 2014, statutory guidance, policy and procedures.
- To undertake safeguarding duties as required to protect adults with care and support needs from abuse or neglect.
- To practice social work in a transparent, accountable and safe way in accordance with professional standards, ethics and values.

**2. Role specific duties and accountabilities:**

- Practice within the prevailing legislative framework and council policies and procedures.
- To undertake strengths based assessments and practice in a way that promotes self-determination, independence and empowerment, that builds upon individual and community resilience.
- To coproduce care and support plans and agree any relevant financial contributions as required.
- Review care and support plans to ensure their effectiveness in terms of improved outcomes within the principles of best value.
- Ensure that work is completed within the stated timescales in accordance with both national and local procedures.
- To manage own workload, including working with adults with care and support needs and carers who experience a variety of challenges.

- To ensure needs are met and risks are managed to achieve best outcomes for adults with care and support needs and carers, seeking direction from experienced colleagues and managers as appropriate.
- Advocate for adults with care and support needs and ensure their voices are heard and they are supported to participate in a variety of ways with additional advocacy support accessed as required in legislation.
- Work collaboratively and develop good working relationships.
- Maintain records in relation to recording information in line with Council policy and procedure.
- Actively participate in regular supervision and consultation with your line manager ensuring they are always made aware of significant issues in respect of adults you are working with.
- To lead statutory safeguarding enquiries, planning and reviews as required.
- To identify risk and protective factors, and develop plans for managing and addressing risks, to ensure effective safeguarding and positive outcomes for adults
- To support team members including newly qualified social workers and student social workers to develop their knowledge and skills.
- Be accountable for own progression and career development, undertaking training and professional development, and maintaining up-to-date knowledge and skills.
- To practice in anti-discriminatory and anti-oppressive manner that supports diversity and equality for all people
- Encourage a work environment which promotes the health, safety and wellbeing of self and others.
- Perform duties in line with the Social Work England Professional Standards.
- Any other duties required by your line manager commensurate with the grade and post.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



| JOB TITLE Social Worker   | GRADE 9   |  |
|---|---|--|
| Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.   | Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T | <b>WEIGHT CODE</b><br>shows relative importance<br>Low=1<br>Medium=2<br>High=3 |
| <b>Behaviours:</b> refer to corporate behaviours document   |   |  |
| <b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.   | I   | 3  |
| <b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.         | Not Applicable  |  |
| <b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality. | I   | 3  |
| <b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.   | I   | 3  |
| <b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.  | I   | 3  |
| <b>Abilities/Skills:</b> (refer to JE guidance document)  |   |  |
| Demonstrates skills in strengths based assessments of adults with care and support needs and coproduction of plans to meet these needs  | I   | 3  |
| Demonstrates varied knowledge of theory, research, policy and the law relating to social work with adults, including understanding of the Care Act 2014 and Mental Capacity Act 2005  | I   | 3  |
| Ability to produce concise, literate reports and plans using the accepted agency frameworks.  | I   | 3  |
| Demonstrates ability to take responsibility for workload and priorities, and respond appropriately to problems and unexpected situations with support from the team as appropriate  | A/I   | 3  |
| Ability to build relationships and undertake direct work with adults who may be reluctant accept support  | A/I   | 3  |
| Ability to work in multi-disciplinary way with colleagues to improve outcomes for adults  | I   | 2  |
| Ability to write in a clear, concise and analytical way and be understood by a variety of audiences   | I   | 3  |
| Ability to work in partnership with other agencies to provide person-centred care and support   | I   | 3  |
| Ability to work collaboratively and restoratively with people and develop positive working relationships through communication skills   |   |  |

|  |  |                       |
|--|--|-----------------------|
| Ability to critically reflect and analyse information to support decision-making and develop solutions   | A/I  | 3                     |
| Demonstrates enthusiasm and commitment to social work; understanding and commitment to equality of opportunity and anti-discriminatory practice; upholds and demonstrates knowledge of social work values in accordance with the Professional Capabilities Framework, Knowledge and Skills Framework, and Social Work England Professional Standards | A/I  | 3                     |
|  |  |                       |
| <b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.  | I  | 3                     |
| Experience of working directly with adults with care and support needs   | I  | 3                     |
| Experience of working in partnership with other agencies and professionals   | A/I  | 3                     |
| Experience of assessment and accessing social care interventions that improve outcomes for people  | I  | 2                     |
| Demonstrate knowledge of risk enablement approach  | A/I  | 3                     |
| Demonstrate commitment to work in an anti-oppressive and anti-discriminatory manner  | I  | 3                     |
| Knowledge of key theories and methods for work with adults with care and support needs such as strengths based practice, and motivational interviewing   | A/I  | 3                     |
| Knowledge of relevant legislation, policy, and up-to-date research and guidance  | A/I  | 3                     |
|  |  |                       |
| <b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.  |  |                       |
| Social work qualification, BA, MA, CQSW, CSS, DipSW  | A  |                       |
| Registration with Social Work England  | A  |                       |
| Evidence of practice learning experience and development   | A  |                       |
| <b>Other Essential Requirements</b>  |  |                       |
| An awareness of, and commitment to, equality of opportunity  | I  | 3                     |
| Awareness of, and commitment to, confidentiality and handling data   | I  | 3                     |
|  |  |                       |
| <b>Prepared by:</b>  | Seanna Lassetter<br>Principal Social Worker<br>Adult Social Care | <b>Date:</b> 28/11/22 |