

## Job Description

<b>Job Title</b>	Social Worker
<b>Directorate</b>	Adult Social Care and Health
<b>Service Area</b>	Strategic Commissioning, Safeguarding and Quality
<b>Grade</b>	7 - 8
<b>Competency Level</b>	2
<b>Salary</b>	£38,223 - £43,421 / £43,421 - £48,474
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	G7: A8901/ G8: A8902

## Job Purpose

To contribute to the operational delivery of an effective Adult Social Care Service as part of an integrated team responsible for promoting the wellbeing of adults with care and support needs, undertaking assessments and support planning and adult safeguarding work, and continuously improving outcomes for people.

Embed a strength-based approach to assessment with outcomes where people have wider choice and control over their well-being.

To plan and co-design individual care and support plans.

To ensure that regular monitoring and reviews of support plans are carried out.

To be responsible for social work provision including managing own caseload whilst managing the reputation of the directorate and council and complying with national and service procedures and guidance.

Through every interaction, apply the Prevent, Reduce, Delay principles of the care act to promote independence and wellbeing.

### **Directly Responsible For:**

Not applicable

### **Directly Responsible To:**

Team Manager

## **Main Areas of Responsibility:**

### **Grade 7 Social Worker - Service & Operations:**

1. Undertake work within legislative frameworks including the preparation of written reports, statements and representations to the judiciary at Court hearings and applications to the Court of Protection with supervisory oversight.
2. Lead safeguarding enquiries, ensuring completion within timescales and outcomes recorded and shared with relevant parties, in line with the Care Act 2014. With additional supervisory support for more complex cases.

**Grade 7 and Grade 8 Social Worker - Service & Operations:**

3. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and Adult Social Care in accordance with policy, procedures, guidance and legislation.
4. Ensuring a strength-based conversation tailored to people's needs underpins all conversations and assessments.
5. Accountable for complex decision making and risk management in relation to caseloads ensuring professional judgement, evidence-based tools, critical reflection and analysis to inform this.
6. Communicate skilfully and confidently in complex or high-risk situations and escalate to senior management, as appropriate.
7. Attend and represent the department at a range of multi-disciplinary forums and undertaking the role of Chair as required.
8. Undertake direct work with people, carers and families in line with interagency safeguarding adults' policy and procedures.
9. To make appropriate assessment and act as care navigator for the individuals presenting with eligible social care needs within appropriate time limits and in collaboration with health and other agencies.
10. To plan relevant responses to meet individual needs in collaboration with carers, advocates and representatives in consultation with health and other agencies.
11. To ensure the delivery of services to meet assessed needs and outcomes, within financial resources available.

12. Be accountable for own practice in relation to budget and performance requirement.
13. To maintain an effective system for coordination, monitoring and reviewing support plans and service standards, to identify gaps in service or unmet need and advise line manager and commissioners.
14. To work jointly with Social Care Assessors by identifying appropriate tasks or areas of work in agreement with managers.
15. Undertake mental capacity and best interests' assessments and ensure the findings are recorded in a timely manner, in line with the Mental Capacity legislations.
16. To work in partnership, or as part of, an integrated team of allied health professionals (AHP), including the completion of Continuing Health Care (CHC) Checklist and participating in Decision Support Tool (DST) as outline within the NHS CHC Framework.
17. Undertake risk assessments, consult with the service user, their advocate and relevant professionals and ensure that the conclusions, recommendations and mitigation actions are recorded in a timely manner.
18. Undertake carers' assessment and support plans.
19. Work co-operatively with colleagues within the Council and in partnership with others across multi-agency boundaries.
20. To work in partnership, or as part of, an integrated team of allied health professionals (AHP).
21. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.

22. Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development.
23. Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development actions including using research to inform practice and maintain a record of continuous professional development to support continued registration with Social Work England, the regulatory body for social workers.
24. Take responsibility for the professional learning and development of self- including participating in team meetings and contributing to the development of the team. Complete mandatory training as required and directed by managers.
25. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.
26. Ensure that funding for package of care is authorised by managers within their scheme of delegated authority and recorded promptly.
27. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the service facing court proceedings.
28. Adhere to and embed the city council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

**Grade 8 Social Worker - Service & Operations:**

29. Independently undertake work within legislative frameworks including the preparation of written reports, statements and representations to the judiciary at Court hearings and applications to the Court of Protection.

30. Social workers who hold an Approved Mental Health Professional (AMHP) qualification to undertake appropriate duties specific to this role. To fulfil this role, AMHP's will work closely with acute, primary and community services. To participate in the Out of Hours AMHP rota, as agreed with the post holder.
31. Independently Lead safeguarding enquiries, ensuring completion within timescales and outcomes recorded and shared with relevant parties, in line with the Care Act 2014.
32. Work to established quality practice standards, contribute to regular audits, identifying areas of poor practice and taking appropriate action.

**Grade 7 Social Worker - Additional key responsibilities:**

33. To participate in the duty system with supervisory support.

**Grade 7 and Grade 8 Social Worker - Additional key responsibilities:**

34. To participate in Outcomes Review Meetings to discuss outcomes focused solutions and best practice on own cases.
35. For specified teams there may be a requirement in order to deliver integrated services with health and where there is a demonstrable need due to the council's legal duties under the Care Act 2014, to work within a seven-day or 8am to 8pm service.
36. To ensure accurate, sensitive, timely and up to date data entry on all cases including data entry on Liquid Logic and any other electronic tools or database, data required for specific PIs/targets, with due consideration given to any legal and human rights of the individuals concerned.

**Grade 8 Social Worker - Additional key responsibilities:**

- 37. To assist other social workers and social care assessors by offering support and advice within post holders' area of work.
- 38. To participate in the duty system.

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

This job description applies to a number of jobs within adult social care, the team (and office location) that staff undertaking this job description are allocated could change at the discretion of management following consultation with the individual post holder.

In addition to post holder's principal duties, the post holder will be expected to contribute more widely to the overall development of the service and Council. All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work.

The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the equality and diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Professional Career Development

A social worker will be able to progress to grade 8 following meeting the following requirement:

- Successful completion of the Assessed and Supported Year in Employment (ASYE).
- Commitment to completing Practice Educator training and taking and supporting a social work student through placement, or commitment to completing Best Interest Assessor training.
- Progression is subject to review and approval in line with the progression procedure.



## Supervision and Management Responsibility:

**Grade 7 Social Worker:** Not applicable

**Grade 8 Social Worker:** to support the development of newly qualified Social Workers through demonstrating work duties and where necessary give work instructions and check their work for consistency

## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Explore different options for funding when providing support.
- Ensure that public resources are used with utmost efficiency.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- To adhere to and embed the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.
- Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

#### Grade 7 Social Worker:

- Dip SW, BA or MA Social Work or equivalent / or due to receive qualification within next 5 months following application (A)
- Social Work England registered or due to receive registration within the next 5 months following application (A)

#### Grade 8 Social Worker:

- Dip SW, BA or MA Social Work or equivalent (A)
- Social Work England registered (A)

### Desirable

- Evidence of continuous professional development

## Experience

### Essential

- Applied knowledge of legislations governing adult care and statutory guidance, including Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983, Human Rights Act (PCF1) and others (AI)
- Experience of completing assessments and support plans and generating these through information technology (PCF 2) (A,I)

### Grade 8 Social Worker:

- Significant experience in a social work setting including full management of complex and challenging case work (A,I)

### Desirable

- Experience of providing assessment and care management services to a multi-cultural population (PCF 3 & 4)
- Experience of applying financial consideration to own activities, monitoring expenditure through reviewing individual needs and ensuring true value for money is delivered (PCF 8)
- Experience of strengths-based approach to social care

## Skills/Abilities

### Essential

- Ability to demonstrate skill in undertaking asset/strengths-based approach to assessment and an outcome focused approach to support planning in partnership with people/carers (PCF7)

- Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively; and use to inform professional decision making (PCF6)
- Ability to manage conflicting priorities and complex family dynamics / relationships (PCF5)
- Ability to demonstrate excellent organisational skills and to prioritise and manage fluctuating caseloads/service demands producing work to a high standard within timescales (PCF5)
- Ability complete timely and accurate risk assessments with a complex care situation (PCF5)
- Demonstrate capacity for logical, systematic, critical and reflective reasoning and apply theories and techniques of reflective practice (PCF 6)
- Ability to follow through on agreements with people and carers and demonstrate client empathy
- Ability to effectively undertake effective partnership working with adults with care and support needs and their families/carers/advocates and other agencies involved in their care (PCF 7)
- Ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues (PCF1&8)
- Ability to work within professional and ethical standards including Social Work England Professional Standards, and undertake Continuous Professional Development and record accordingly to reflect on practice and maintain registration (PCF2)

## Desirable

- Knowledge of the Assessment Framework and other relevant assessment and planning tools (PCF5)
- Ability to take advantage of, and use, information technology, including Liquid Logic and agile working

## Key Competencies:

**Developing Productive Relationships:** builds effective working relationships with a diversity of individuals and groups (PCF3)

- **Communicating in Writing:** produces clear, succinct and well-structured written work which creates a positive impact on recipients (The Council will be mindful of individual needs as required by DDA) (PCF7)
- **Communicating Orally:** conveys messages effectively, creating a positive impact on the listener (The Council will be mindful of individual needs as required by DDA) (PCF7)
- **Being Financially Aware:** fully considers the financial dimension to own activities, monitoring expenditure through reviewing individual needs and ensuring true value for money is delivered (PCF8)
- **Resilience and Flexibility:** works to the highest standards, shows ability to manage competing priorities and retains due professionalism at all times (PCF1&8)
- **Creating Customer Centred Services:** achieves customer satisfaction by identifying genuine needs and jointly developing effective solutions. (PCF5&7)
- **Promoting Diversity:** promotes respect for all people, recognises differing needs and expectations and challenges all oppressive practice (PCF3)
- **Minimising Risk:** ensures that risks to customers, colleagues and self are minimised (PCF7)

## Commitment

### Essential

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to continuing professional development

## Other

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level