

**SEFTON METROPOLITAN BOROUGH COUNCIL**

**JOB DESCRIPTION**

**Department:** Adult Social Care

**Location:** Various

**Division:** Adult Social Care

**Post No:**

**Job Evaluation Number:** 2250

**Section:**

**Post:** Social Worker (Newly Qualified and Inexperienced)

**Grade:** H (SCP 32-36)

---

**Responsible To:** Team Manager

**Responsible For:** N/A

---

**JOB PURPOSE**

To contribute to the operational delivery of an effective Vulnerable People Service as part of a team responsible for safeguarding, promoting the welfare of and continuously improving outcomes for individuals.

To manage a defined caseload, delivering high quality assessments and support plans that address the needs of vulnerable people through the commissioning of individual packages of care, whilst managing the reputation of the Council.

**MAIN DUTIES**

1. Hold and effectively manage a defined caseload with appropriate supervision, guidance and support, reflecting the function of the team and the Vulnerable People Service in accordance with policy, procedures, guidance and legislation.
2. Undertake work within legislative frameworks including the preparation of written statements and representations to the judiciary at Court hearings.
3. Be accountable for complex decision making in relation to casework, ensuring professional judgement, service user involvement, needs led assessment, critical reflection and analysis to inform this.
4. Identify and assess levels of risk and need (within statutory framework) in often complex situations. Participate in safeguarding investigations and deliver protective and/or supportive services for individuals at risk and maintain up to date assessments, care plans and reviews.
5. Prepare statements of need/care and support plans that, in consultation with other agencies as appropriate, reflect the wishes of the individual and lead to the commissioning of personalised packages of care.
6. Negotiate personalised care arrangements with individuals and significant others that offer choices within affordable resources based on an allocated budget.
7. Undertake direct work with vulnerable individuals and their families in line with agreed plans.

8. Communicate skilfully and confidently in complex or high risk situations.
9. Attend and represent the service at a range of multi-disciplinary forums, developing skills to undertake the chairing role where required.
10. Work co-operatively with both internal and external colleagues across multi-agency boundaries.
11. Contribute to current practice expectations, identifying areas of poor practice issues and taking action as appropriate.
12. Take responsibility for the professional learning of self and others including participating in team meetings and contributing to the development of the team.
13. Demonstrate inclusive practice in relation to identity and diversity, challenging any issues of concern.
14. Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development
15. Prepare for and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities.
16. Meet the outcome statements and assessment requirements for the Assessed and Supported Year in Practice (ASYE) within agreed and defined timescales.
17. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.
18. Ensure that expenditure on cases is properly authorised and recorded.
19. Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
  - data entry on IAS and any other electronic tools or database
  - data required for specific PIs/targetsDue consideration being given to any legal and human rights of the individuals concerned.
20. 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.
21. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

**SPECIAL CONDITIONS (if applicable)**

N/A

**GENERAL:**

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 it's grading.

This job description applies to a number of jobs within Adult's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

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.

<b><u>Prepared by:</u></b>	<b><u>Name</u></b>	Adult Social Care
	<b><u>Designation</u></b>	Senior Management
	<b><u>Date</u></b>	March 2019

**SEFTON COUNCIL – PEOPLE DIRECTORATE**  
**PERSON SPECIFICATION**

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

**Job Title:** Social Worker (Newly Qualified and Inexperienced)

**Post Number:** Various

Criteria	Essential	Desirable	Assessment Method
<b>Qualifications</b>	Relevant professional qualification (SW Degree or equivalent) and current registration with HCPC.		C
<b>Experience</b>		<p>Qualified Practice Educator or willingness to undertake training.</p> <p>Best Interest Assessor or willingness to undertake training.</p>	Application/ Interview
<b>Demonstrable skills, knowledge and aptitudes</b>	<p>Demonstrates knowledge of current legislation, policy, procedures and frameworks.</p> <p>Knowledge of best practice for assessment and care planning.</p> <p>Effective communication skills to adapt as appropriate to a range of audiences including vulnerable service users, carers, professional colleagues.</p> <p>Understanding of national priorities/initiatives and their impact on service provision.</p> <p>Be self-motivated, with good organisational and time management skills.</p> <p>Computer literate and ability to use electronic business support processes for maintaining case recording and diary management.</p>	<p>Ability to work alone and as part of team, using own initiative and ability to be flexible.</p> <p>Ability to manage and effectively prioritise caseload, work with integrity and professionalism, working under pressure and to meet deadlines.</p> <p>Ability to formulate and implement effective social work interventions.</p> <p>Understanding of local priorities/initiatives and their impact on service provision.</p> <p>Be able respond appropriately to emergency situations and manage risk.</p> <p>Previous experience working with LiquidLogic systems and Microsoft Office</p>	All elements will be assessed via application and interview
<b>Special requirements</b>	This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful	This post is designated casual car user.	C

	<p>candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.</p> <p>Work at any location across the Sefton Borough</p>		
<b>Other</b>	<p>Evidence of continuing professional development in line with the Professional Capability Framework for Social Workers.</p> <p>Must be legally entitled to work in the UK.</p>		<p>Application/ Interview</p> <p>C</p>

