

## Job Description

<b>Department:</b>	Adult Social Care
<b>Division/Section:</b>	Adult
<b>Job Title:</b>	Social Worker
<b>Post No:</b>	003690
<b>Grade:</b>	10/12 (dependant on AMHP status)
<b>Reports to:</b>	Team Manager
<b>Organisation Chart:</b>  Show immediate manager and any jobs reporting to this post, including grades.	<pre> graph TD     TM[Team Manager] --- SW[Social Worker]         </pre>
<b>CRB Check applicable?</b>	Standard <input type="checkbox"/> Enhanced X      None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?  Yes X                      No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports:      None No. of indirect reports:      None
<b>Size of budget:</b>	None  - state whether <i>accountable</i> for (i.e.budget holder) or <i>accounting</i> for (e.g. monitoring/checking)
<b>Job Purpose:</b>	To assess the needs of individuals who either potentially or currently meet the eligibility criteria for services from the Department.  To formulate service plans/care plans, oversee their implementation and to monitor and review the individual's ongoing needs and the appropriateness of the service(s) provided.

### Main Duties and Responsibilities:

1. Undertake timely and holistic needs assessments for individuals and where appropriate their carers in order to identify their areas of need and their eligibility for services provided by the Department.

2. Formulate service plans/care and support plans for individuals who meet the Department's eligibility criteria that best fit the combination of assessed need, the individual's and/or carers wishes and the most effective application of resources available.
3. Implement agreed service plans/care plans and to monitor and review the confirmed fit between the individuals and/or carer's needs and the services provided.
4. Advise individuals and/or carers of services available through other organisations that may be of assistance to them and, where appropriate, to assist the individual and/or carer in applying for such services.
5. Maintain accurate and up to date records in accordance with departmental policies and procedures.
6. Take responsibility for one's own continuing professional development.
7. Contribute to the continuing development of services provided by the Team/'Department.
8. Develop effective partnership working with colleagues in related teams/agencies both in terms of providing effective responses to individual's needs and the wider development of services.
9. Assist the Team Manager in developing, implementing, operating and reviewing quality assurance systems to ensure that the team's responsibilities are discharged consistently and equitably to the required standards.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p>
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

<b>DATE:</b>		<b>COMPLETED BY:</b>	
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