PETERBOROUGH CITY COUNCIL

Job Description

Department: Adult Social Care

Division/Section: Care Services Delivery

Job Title: Social Worker

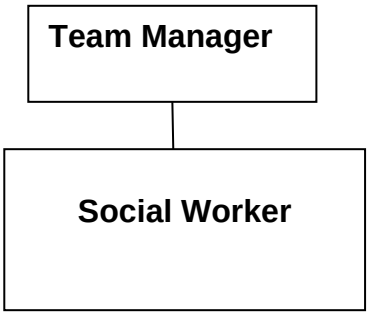
Post No:

Grade: 10

Reports to: Team Manager

Organisation Chart:

Show immediate manager and any jobs reporting to this post, including grades.



CRB Check applicable? **Standard** ☐ **Enhanced X** **None** ☐

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes X **No** ☐

Line Management responsibility for:

No. of direct reports:

No. of indirect reports:

Size of budget: **None**

- state whether *accountable* for (i.e.budget holder) or *accounting* for (e.g. monitoring/checking)

Job Purpose:

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.

To responsibly manage a caseload which will hold a variety of complexities including Safeguarding adults, this work would need to be completed in a timely manner in accordance with the legislative and procedural framework of Peterborough City Council

To work collaboratively with service users, carers and other professionals in the team and to assess their needs, plan and deliver services commensurate with the service area [Sensory Impairment, Physical Disability, Learning Disability and Long

Term conditions] And to ensure care is well co-ordinated for those most at risk of hospitalisation or admission to long term care homes.

To promote choice and independence, supporting adults to be involved in and take control over decisions affecting their lives.

Main Duties and Responsibilities:

1. Undertake timely and holistic assessments of need for individuals and where appropriate their carers in line with eligibility criteria for services and best practice standards.
2. In line with Safeguarding Policies and Procedures, undertake safeguarding investigations and implement adult protection plans.

3. Formulate and implement care plans which maximise choice and control and review the outcomes of the plans to ensure needs are met. For individual's and/or carers who meet the department's eligibility criteria to ensure the most effective application of resources available. This will include the active promotion of direct payments and personalisation agenda.

4. Implement agreed care plans and to monitor and review the confirmed fit between the individuals and/or carer's needs and the services provided.

5. Act within a legal framework to assess the capacity of the service user in decision making and have the ability to work with service users who make capacity to make specific decisions for themselves.

6. 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.

7. Maintain accurate and up to date records in accordance with departmental policies and procedures.

8. To supervise and complete Personal Development Plans for the team members you will be supervising

9. To support others [students, care support workers] in their professional development and to act as mentor to team members.

10. Take responsibility for one's own continuing professional development.

11. Contribute to the continuing development of services provided by the Team and Department.

12. 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.

13. 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.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: 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.

Variation Clause: 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.

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.

DATE: **COMPLETED BY:**

PETERBOROUGH CITY COUNCIL

Person Specification

JOB TITLE: Social Worker

POST NO:

GRADE:

DEPARTMENT: Adult Social Care

HOURS 37

DIVISION:

DIRECTOR:

DATE:

COMPLETED BY:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	• Knowledge and understanding of good Customer Care. • Knowledge and understanding of person centred care. • In depth knowledge of current legislation and guidance relating to the social care activities of the team. • Knowledge of current national policy and practice developments. • In depth knowledge and experience of Safeguarding policies and practice. • Knowledge of best practice relating to assessment and care management, monitoring and reviewing of services to individuals and carers. • Knowledge of approaches to risk management.	• Knowledge of current local policy developments. • Relevant formal courses.
SKILLS & ABILITIES	• Ability to undertake assessment and plan care. • Ability to undertake assessment and implement Safeguarding protection plans in a timely manner in line with policy and procedure. • I.T skills • Ability to communicate complex information both verbally and in writing to diverse audiences. • Abilities to plan and prioritise the workload to meet competing demands.	• Ability to use computer based word processing software, to input to relevant database applications, to use e-mails and to access the internet. • Ability to influence and motivate teams. • Coaching and mentoring ability

	• Ability to identify and manage risks to oneself, service users and carers and the organisation. • Ability to determine the best fit between an individual's and/or carer's assessed needs, their wishes and the resources available. • Ability to establish and maintain effective relationships with internal and external agencies. • Ability to determine personal objectives and monitor performance. • Ability to identify the potential improvements in services provided by the team, department and/or other associated agencies. • Ability to maintain accurate and up to date records in accordance with Departmental policies and procedures. • Ability to use computer based word processing software, to input to relevant database applications, to use e-mails and to access the internet • Ability to identify issues that need to be addressed to provide a safe working environment. • Ability to work effectively with team members. • Full Driving Licence	
EXPERIENCE	• Experience of direct work with people who use the services of the Adult Social Care Department. • Providing written assessments/care plans/reviews/case notes and reports in a agreed format • Working within a defined budget	• Experience of direct work with people who would use the services of the Team. • Experience of working in a multi-disciplinary setting with other professionals
QUALIFICATIONS	• Diploma, degree in Social Work or equivalent qualification.	
PERSONAL CIRCUMSTANCES	• Willingness to undertake and maintain own continuing professional development and attend relevant training and development activities. • Willingness and ability to travel between different locations.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	

CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]