

Job Description

Department: Adult Social Care

Division/Section: Adult

Job Title: Social Worker / AMHP

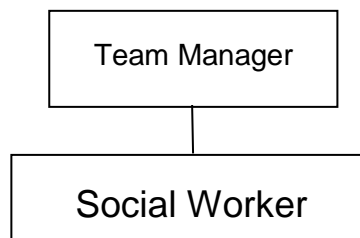
Post No: 003690

Grade: 10/12 (dependant on AMHP status)

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:

None

No. of indirect reports:

None

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.

Main Duties and Responsibilities:

	<p>Respond to need</p> <ol style="list-style-type: none"> To provide professional leadership in situations which have highly complex case arrangements for assessment and support planning in situations which involve risk, complexity and safety of the service user
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	<p>and others.</p> <ol style="list-style-type: none"> 2. To provide written and verbal reports which are concise, informative and based on analysis of complex evidence. 3. Complete support planning with service users to ensure that outcomes identified at assessment are met within budgetary constraints through the provision of support, equipment, adaptations and enabling programmes. 4. Actively engage with, assist and provide advice to carers, conducting carers assessments when appropriate, to enable them to sustain their caring role. 5. Allocate and authorise support packages as appropriate. 6. Manage and utilise cash limited budgets in order to commission services and assistance from other sources. 7. Lead guide and direct team members to ensure work plans are in place and accountability taken by each team member for the cases held. 8. To provide written and verbal reports, appropriate for courts and other legal purposes, which are concise, informative and based on complex evidence to support problem solving and resolution.
	<p>Safeguarding and risk management</p> <ol style="list-style-type: none"> 1. Assess and balance risk and protective factors within a safeguarding framework. 2. To take a professional lead on adult safeguarding enquiries and provide expert knowledge of safeguarding processes, policy and case law. 3. To provide more specialist social work practice skills and knowledge of Adult Services user group and to make independent decisions. 4. Case manage and undertake proportionate assessment and effective risk management of complex situations, understanding when to take positive risks as appropriate.
	<p>Service and team development</p> <ol style="list-style-type: none"> 1. Taking responsibility for professional development and training needs of direct reports through appropriate training, mentoring and supervision. 2. To lead the induction of Social Workers and support worker colleagues as required.

	<ol style="list-style-type: none"> 3. To contribute to the development of integrated services and policy and to promote new ways of developing service user care, taking account of national initiatives and performance indicators. 4. Take a lead role in the development of quality assurance systems within the team, ensuring the team achieve the Performance Indicators and Quality Assurance standards.
	<p>Partnership Working</p> <ol style="list-style-type: none"> 1. To represent Cambridgeshire County Council in multi-agency networks, working jointly with them in assessing, planning and implementing integrated care to promote independence and choice, admission avoidance and facilitation of discharge. 2. Work in partnership with other organisations at a strategic level to achieve positive outcomes for service users and carers.
	<p>Professional development</p> <ol style="list-style-type: none"> 1. Maintain and update knowledge regarding social policy and social work practice and be fully informed of organisational policy and procedures and relevant legislation, acting as a resource for the team and helping to develop others. 2. To take a key role in promoting and developing service user empowerment and recognise diversity and anti-discriminatory practice in all professional practice in the team. 3. To take responsibility for own professional development and record CPD
	<p>Professional Values, Behaviours and Standards</p> <ol style="list-style-type: none"> 1. Carry out duties in a timely and responsive manner, in line with PCC Standards, the Professional Capability Framework and PCC's behaviours – working together, integrity, respect at work, excellence. 2. Keep and maintain accurate service user records, in line with professional requirements and departmental recording methods. 3. Is an ambassador for the profession internally and externally. 4. To be aware of the responsibilities to maintain a safe and healthy environment for visitors and staff
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

	<p>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>
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DATE:

COMPLETED BY:

Person Specification

JOB TITLE: Social Worker **POST NO:** 003690

GRADE: Grade 10/12 **DEPARTMENT:** Adult Social Care Operations

HOURS: 37

DIVISION: Adult **DIRECTOR:** Debbie McQuade

DATE: **COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Recognised Social Worker qualification. Relevant specialist post qualifying and or post graduate training Current Social Work England registration Actively undertake a specialist role e.g., Practice Educator or AMHP or agreement to undertake within the first two years. 	<ul style="list-style-type: none"> AMHP qualification Best Interest Assessor (BIA)
KNOWLEDGE	<ul style="list-style-type: none"> Proven knowledge, experience and understanding of needs of adults with care and support needs including environmental factors and risk and protective factors. Proven previous experience of summarising, analysing and evaluating complex information. Knowledge of relevant safeguarding legislation, statutory guidance and procedures. Knowledge of the personalisation agenda – applying creative problem solving to maximise independence. Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and Equal Opportunities. 	<ul style="list-style-type: none">
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to write concise reports and have excellent verbal communication skills Ability to create a rapport and build relationships with clients and their families Ability to prioritise tasks, manage own 	<ul style="list-style-type: none">

	<p>workload and be accountable for case work</p> <ul style="list-style-type: none"> • Able to work with a person centred, strengths based approach • Ability to operate in a fast pace, changing environment • Ability to actively support and promote Equal Opportunities • To be able to thrive in a complex and demanding environment • Excellent communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner. • Ability to formulate and implement effective social work interventions focused on outcomes • Ability to lead and direct team members regarding professional practice and social work interventions • Excellent IT skills and ability to use a variety of IT devices, systems and databases. • Ability to work from a variety of locations and travel countywide. 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working as part of a multi-disciplinary team. • Committed to the principles of the Adults Positive Challenge Programme. • Experience of identifying and assessing need, formulating and implementing effective social work interventions. • Experience of using information management systems to produce good quality data in a variety of formats. • Experience of negotiating to reach a resolution. • Experience of successfully effecting change. • Broad range of experience in multi-agency working. 	<ul style="list-style-type: none"> •
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willingness to undertake and maintain own continuing professional development and attend relevant training and development activities. 	

	<ul style="list-style-type: none"> Willingness and ability to travel between different locations. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	

*[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.]*