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## Job Description

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| **Department:** | Adult Services |
| **Division/Section:** | Adult Social Care |
| **Job Title:** | Social Worker Safeguarding |
| **Post No:** |  |
| **Grade:** | 10 |
| **Reports to:** | Team Manager |
| **Organisation Chart:**  **Show immediate manager and any jobs reporting to this post.** | Team Manager  Safeguarding  Senior Social Worker Safeguarding  Social Worker Safeguarding |
| **DBS Check applicable?** | **Basic ☐ Standard ☐ Enhanced ☒ None ☐** |
|  | **Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**  **Yes ☐ No ☐** |
| **Line Management responsibility for:** | **No. of direct reports: 0**  **No. of indirect reports: 0** |
| **Size of budget:** | The post holder is not directly responsible for the budget. |
| **Job Purpose:** | Peterborough city council’s approach to social work and social care is proactive, preventative and personalised. We support working with individuals, carers and families, focusing on individual strengths and available assets, to consider holistic creative solutions to support the individual to meet their aspirations.  This role holds specific responsibilities for safeguarding, providing the first response to incoming adult safeguarding concerns received by the local authority. Other social work functions will be carried out according to service need.  The role is key to achieving the aspirations of Peterborough to enable people to exert choice and control and ultimately to live healthy, fulfilled, socially engaged and independent lives. It provides a great opportunity to have a positive influence on the lives of our service users and carers.  The new way of working will enable professionals to spend more time with service users and carers, talking to them about their lives and what will make a difference to them, and using knowledge of the local community and council and partner information sources, their personal networks and providers to help them access new opportunities which will support them to maintain their independence as far as possible.  Social Workers will endorse and act in accordance with the principles of personalisation, ensuring that care and support are person-centred and as far as possible put the people with whom they work in control of their lives. In doing so they will carry out assessments of need, plan and deliver services and review outcomes with the individual, their personal networks and support providers. |

### **Main Duties and Responsibilities:**

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| * In line with current practice guidance and policies review incoming safeguarding concerns against the adult at risk criteria and assign the appropriate priority including situations of high risk where an immediate response is required. * Complete information gathering to determine next actions, using current best practice to determine how the concern is progressed and taking action to reduce risk, make the necessary recommendations, signposting to other services or instigation of a s42 enquiry as appropriate. * Review incoming requests for a MARM against the SAB boards criteria and provide guidance based on the outcome of the information gathering. * Take responsibility for completing PIPOT enquiries in line with the SAB boards current policy guidance. * Undertake safeguarding enquiries in line with current guidance and best practice. * Provide advice and support to colleagues and partner agencies in line with current policies and practice guidance.   **Other social work responsibilities:**   * Provide professional leadership for complex case arrangements, in situations which involve, risk, complexity and safety of the service user and others. * Identifying through assessment the needs and strengths of service users and/or family carers and source appropriate solutions and interventions. * Use analytical skills to inform assessment, decision making and intervention. * Complete support planning with services users to ensure that outcomes identified at assessment are met within budgetary constraints through the provision of support, equipment, adaptations and enabling programmes. * Identify and take a professional lead on adult safeguarding issues where abuse or neglect is suspected. * Take a professional lead and oversee cases of individuals who lack capacity to agree to or plan their care, undertake proportionate assessment in accordance with current Adult Social Care legislation including MCA and best interest assessments. * To provide more specialist social work practice skills and knowledge to make independent decisions and support situations in which risk, ambiguity or complexity is greatest. * To act as the lead professional to services users and their carers and families to enable them to retain, as far as possible, choice and control of their lives. * 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. * Support in safeguarding process to assess and manage risk, knowing how to intervene proportionately and ensuring people are protecting from harm, while protecting their human rights * Assess and manage risk, knowing how to intervene proportionately and ensuring people are protected from harm, whilst protecting their human rights.   **Partnership Working**   * Represent Peterborough city council at a community level and by working jointly with key partner agencies to enable independence and source appropriate solutions for service users. * To contribute to the development of integrated services and policy and to promote new ways of developing service user care, taking account of resource constraints and national initiatives.   **Professional Values, Behaviours and Standards**   * Carry out duties in a timely and responsive manner, in line with Social Work England Standards, the Professional Capability Framework and PCC’s behaviours – working together, integrity, respect, excellence. * Keep and maintain accurate service user records, in line with professional requirements and departmental recording methods. * Is an ambassador for the profession internally and externally | |
| **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.  The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. |
| **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. |

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| **DATE:** 17/01/2023 |  | **COMPLETED BY:** | Julie Rivett |

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## Person Specification

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| **JOB TITLE:** | Social Worker Safeguarding | **POST NO:** |  |
| **GRADE:** | 10 | **DEPARTMENT:** | Adult Services |
| **HOURS:** |  |  |  |
| **DIVISION:** | Adult Social Care | **DIRECTOR:** | Debbie McQuade |
| **DATE:** | 17/01/2023 | **COMPLETED BY:** |  |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **KNOWLEDGE** | Proven knowledge, experience and understanding of needs of adults with care and support needs and carers, including those at risk of abuse or neglect, 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 |  |
| **SKILLS & ABILITIES** | 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, assess and manage risk, manage own workload and be accountable for case work.  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 Equality, Diversity and Inclusion, both in practice and within the organisation.  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** | Experience of working as part of a multi disciplinary team and/or with colleagues beyond own team to support practice and achieve the best outcomes for people.    Experience of identifying and assessing need, assessing risk, 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 |
| **QUALIFICATIONS** | Recognised Social Worker qualification  Relevant specialist post qualifying and or post graduate training. |  |
| **REGISTRATION** | Current Social Work England registration or other equivalent professional registration. |  |
| **PERSONAL CIRCUMSTANCES** |  |  |
| **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.]*