

**JOB DESCRIPTION**

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| **Post Title**: Qualified Social Worker  |
| **Department**: OCO | **Establishment/Post No**:  |
| **Division/Section**: Adult Operations  | **Post Grade**: 11 |
| **Location**: Various | **Post Hours**: 37  |
| **Special Conditions of Service**: * The nature of this post is not always predictable and will require the post holder to work flexibly and outside of normal working hours to meet unplanned service requirements
* Ability to travel inside and outside the Borough, on occasion transporting customers or colleagues as required for which expenses will be payable in accordance with the council’s conditions of service
* Satisfactory DBS disclosure at the enhanced level to be renewed in line with the authority’s timescales.
* To maintain registration and compliance with HCPC
* Participate in all team arrangements for effectively managing the workflow.
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| **Purpose and Objectives of Post:*** To provide a professional Social Work services to Adults customers across Adult Operations and Mental Health Services as required.
* To promote customers in maintaining choice and control of their lives.
* To practice social work effectively, exercising high quality judgements in situations of increasing complexity, risk, uncertainty and challenge.
* To demonstrate initiative, confidence and independence in interventions whilst accessing support when needed.
* To develop and demonstrate expertise in one or more areas of social work practice, be familiar with local resource networks and be recognised as a source of reliable knowledge and advice by peers.
* As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
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| **Accountable to:** Director of Adult Social Care and Community Commissioning  |
| **Immediately Responsible to**: Registered Manager/Operations Manager |
| **Relationships: (Internal and External)*** All staff within the Department and across the Council.
* Northern Care Alliance, Salford Royal Foundation Trust, 3rd Sector and independent organisations, Police, and other statutory organisations
* Customers, carers, families and members of the public.
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| **Control of Resources**: * Mobile phones
* ICT equipment
* Other resources delegated to the post holder.

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| * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
* Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
* The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
* **Health and Wellbeing** -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues
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| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) |

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| **Duties/Responsibilities**1. **Professionalism**

**Social workers are members of an internationally recognised profession, a title protected in UK law. Social workers demonstrate professional commitment by taking responsibility for their conduct, practice and learning, with support through supervision. As representatives of the social work profession they safeguard its reputation and are accountable to the professional regulator.** * Manage workload independently, seeking support and suggesting solutions for work load difficulties.
* Maintain appropriate personal/professional boundaries in more challenging situations.
* Maintain awareness of own professional limitations and knowledge gaps, identify and act on learning needs for CPD including through supervision.
* To attend training and development activities as required for your role – i.e., Stage 1 Practice Educator training.
* Take responsibility for obtaining regular, effective supervision.
* Maintain and uphold professional standards at all times particularly in more challenging circumstances.
* To be responsible for your own health and safety and that of customers and/or carers by adhering to policies and procedures.
1. **Values and Ethics**

**Social workers have an obligation to conduct themselves ethically and to engage in ethical decision-making, including through partnership with people who use their services. Social workers are knowledgeable about the value base of their profession, its ethical standards and relevant law*** Recognise and manage conflicting values and ethical dilemmas in practice, using supervision and team discussion, questioning and challenging others as required.
* Ensure practice is underpinned by policy procedures and HCPC standards of proficiency to promote individuals rights to determine their own solutions.
* Work to protect privacy and promote trust and take appropriate action when the right to privacy needs to be overridden.
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| 1. **Diversity**

**Social workers understand that diversity characterises and shapes human experience and is critical to the formation of identity. Diversity is multi-dimensional and includes race, disability, class, economic status, age, sexuality, gender and transgender, faith and belief. Social workers appreciate that, as a consequence of difference, a person’s life experience may include oppression, marginalisation and alienation as well as privilege, power and acclaim, and are able to challenge appropriately.** * Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice
1. **Rights , Justice and Economic Wellbeing**

**Social workers recognise the fundamental principles of human rights and equality, and that these are protected in national and international law, conventions and policies. They ensure these principles underpin their practice. Social workers understand the importance of using and contributing to case law and applying these rights in their own practice. They understand the effects of oppression, discrimination and poverty.*** Routinely apply the principles of the law to protect and advance people’s entitlements, evaluate and challenge interventions that may appear unlawful or disproportionate.
* Enable and support people to consider and pursue a range of options that may enhance economic status including independent advocacy.
1. **Knowledge**

**Social workers understand psychological, social, cultural, spiritual and physical influences on people; human development throughout the life span and the legal framework for practice. They apply this knowledge in their work with individuals, families and communities. They know and use theories and methods of social work practice.*** Demonstrate a comprehensive understanding of legislation, social work theory and models, policy frameworks and their application to practice.
* Value and take account of the expertise of customers and professionals
* Acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience.
* Understand forms of harm, their impact on people and implications for practice
* Demonstrate a critical understanding of research methods and how this informs or can be applied to practice
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| 1. **Critical reflection and analysis**

**Social workers are knowledgeable about and apply the principles of critical thinking and reasoned discernment. They identify, distinguish, evaluate and integrate multiple sources of knowledge and evidence. These include practice evidence, their own practice experience, service user and carer experience together with research-based, organisational, policy and legal knowledge. They use critical thinking augmented by creativity and curiosity.*** Routinely and efficiently apply critical reflection and analysis to increasingly complex cases
* Draw on a wide range of evidence sources to inform decision making
* Provide a professional opinion
1. **Intervention and Skills**

**Social workers engage with individuals, families, groups and communities, working alongside people to assess and intervene. They enable effective relationships and are effective communicators, using appropriate skills. Using their professional judgement, they employ a range of interventions: promoting independence, providing support and protection, taking preventative action and ensuring safety whilst balancing rights and risks. They understand and take account of differentials in power, and are able to use authority appropriately. They evaluate their own practice and the outcomes for those they work with.*** Communicate with compassion and authority and routinely explain professional reasoning, judgements and decisions.
* Engage effectively with people in complex situations, gather information to inform judgement and use assessment procedures accordingly.
* Develop a range of interventions; use them effectively and evaluate/review them in practice.
* Make timely decisions when positive change is not happening.
* Work with customers to make informed choices and develop support plans that promote choice and independence and offer an effective use of a wide range of available resources.
* Clearly report and record analysis and judgements.
* Maintain clear and accurate case records and other relevant documentation using the electronic social care record.
* Write reports to a professional standard as required.
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| * Demonstrate and promote appropriate information sharing in accordance with council policy
* Adhere to council’s confidentiality policy at all times.
* Use contingency planning to anticipate complexity, recognising the limits of your authority and when to seek advice
* To be responsible for your own health and safety and that of customers by adhering to policies and procedures e.g. lone working and home visiting policies
* Demonstrate confident and effective judgement about risk and accountability in your decisions.
* Within the first 12 months to regularly undertake assessment and planning for safeguarding and apply the safeguarding policy and procedures.
* After 12 months to work toward leading on assessments and planning for safeguarding and apply the safeguarding policy and procedures
1. **Contexts and organisations**

**Social workers are informed about and are pro-actively responsive to the challenges and opportunities that come with changing social contexts and constructs. They fulfil this responsibility in accordance with their professional values and ethics, both as individual professionals and as members of the organisation in which they work. They collaborate, inform and are informed by their work with others, inter-professionally and with communities.*** Keep abreast of changing contexts at national and local level, changing roles in the organisation and take account of these in practice.
* Be confident about your role in the team working positively with others, draw on and contribute to team working ad collaborative support wherever possible.
* Take an active role in inter-professional and inter-agency work building relevant networks.
1. **Professional leadership**

**The social work profession evolves through the contribution of its members in activities such as practice research, supervision, assessment of practice, teaching and management. An individual’s contribution will gain influence when undertaken as part of a learning, practice-focused organisation. Learning may be facilitated with a wide range of people including social work colleagues, service users and carers, volunteers, foster carers and other professionals.*** Contribute to and promote the development of practice, taking the initiative to test new approaches
* After 12 months in the role to contribute to the learning of others including students on placement for example providing shadowing opportunites and supporting staff on induction.fter 12 months in the role to undertake stage1 Practice Educator training
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**ADULT CARE SERVICES**

**PERSON SPECIFICATION**

**SOCIAL WORKER**

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Possession of a recognised Social Work qualification (SW degree, DipSW, CQS,**C**SS or equivalent) | x |  |
| Possession of a post qualifying award (AMHP, ASYE etc) | X |  |
| Satisfactory disclosure at appropriate level with the Disclosure and Barring Council | X |  |
| Registration with or application to register with the Health and Care Professions Council | X |  |
| Understanding of health and social care legislation, guidance and policy | X |  |
| An understanding of the social care issues affecting adults (health, mental health, ageing process, carers issues etc) | X |  |
| Ability to communicate complex information clearly and concisely both verbally and in written form to a range of different audiences | X |  |
| Ability to liaise effectively with relevant individuals, e.g., families, carers and working as part of a multidisciplinary team | X |  |
| Ability to maintain accurate records and use IT systems | X |  |
| Commitment to continuous self development, and positive professional attitude to change | X |  |
| Knowledge of community resources |  | X |
| Experience of writing reports and ability to analyse relevant factual information | X |  |
| Knowledge and understanding of safeguarding vulnerable adults | X |  |
| Ability to undertake comprehensive assessments, apply critical reflection and analysis prior to action planning | X |  |
| To work in an anti-discriminatory manor which promotes dignity and respect to customers and key stakeholders | X |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT****METHOD** | **CRITERIA** |
| Interview | An understanding of the social care issues affecting adults (health, mental health, ageing process, carers issues etc) |
| Interview | Negotiation skills to deal with conflict |
| Interview | Ability to develop effective working relationships with services, colleagues, partners and other agency personnel |
| Interview | Ability to liaise effectively with relevant individuals, e.g., families, carers and working as part of a multidisciplinary team |
| Interview | Demonstrate the ability to manage, support and maintain the use of technology systems and soft wear |
| Interview | Ability to undertake comprehensive assessments, apply critical reflection and analysis prior to action planning |
| Interview | Ability to work as part of a team and contribute to team development |
| Interview | Ability to determine priorities and meet deadlines |
| Interview | To work in an anti-discriminatory manner which promotes dignity and respect to customers and key stakeholders |
| Interview | To undertake continuous professional development in accordance with HCPC standards |
| Test | Understanding of health and social care legislation, guidance and policy |
| Test | Ability to maintain accurate records and use IT systems |
| Test | Ability to communicate complex information clearly and concisely both verbally and in written form to a range of different audiences |
| Test | Knowledge and understanding of safeguarding vulnerable adults |