

# ROCHDALE BOROUGH COUNCIL

## JOB DESCRIPTION

<b>SERVICE</b>	:	Integrated Care & Health
<b>SECTION</b>	:	Neighbourhood Teams
<b>LOCATION</b>	:	Spotland Bridge Mill
<b>JOB TITLE</b>	:	Social Worker (Adults)
<b>POST NUMBER</b>	:	
<b>Grade</b>	:	8
<b>Accountable to</b>	:	Head of Adult Care Services
<b>Accountable for</b>	:	None
<b>Hours of Duty</b>	:	37 hours per week worked in accordance with service requirements.

### **Any Special Conditions of Service**

The postholder will be expected to undertake a certain amount of travelling in the course of their duties for which a casual car user allowance will be paid.

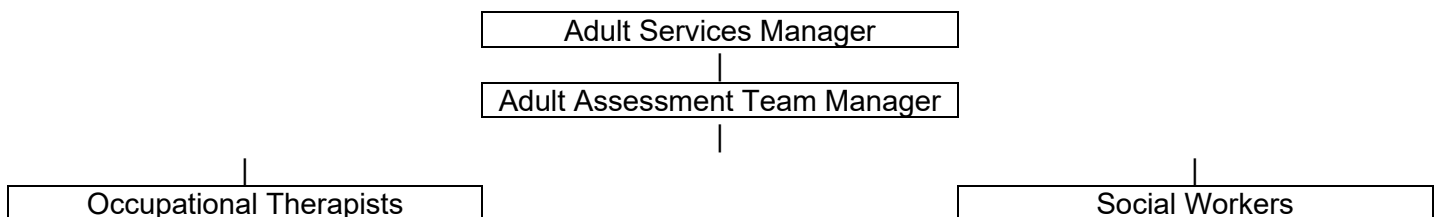
Appointment to this post is subject to criminal Record and background checks

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

Hours may be required to be worked over 7 days, as per the needs of the service.

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

### **ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To ensure that older people and adults with physical disabilities in need of social care provision, and their carers receive services which meet their needs by:-

- Assessing the needs of individual service users and carers for social care services.
- Design packages of care based on their assessed needs.
- Arranging and/or purchasing services using resources efficiently and effectively.
- Providing direct support to assist people in leading ordinary lives.
- Establishing and developing effective collaborative working relationships with other agencies, both public and independent, and ensuring that the principles of Person Centred Care are enacted.

## **Control of Resources**

### **Personnel**

None.

### **Financial**

When information systems and training are completed a delegated proportion of the Adult Care Budget.

### **Equipment/Materials**

All equipment and materials used by the postholder.

## **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

### **Internal**

Staff of the Adult Care Service, staff of other Council Services, Members of Council.

### **External**

Staff of Local NHS Organisations; staff of other relevant Statutory Organisations; staff of Independent Sector Organisations, Service Users; Carers.

## **Responsibilities**

The postholder must -

- (i) Ensure that the Council's statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (iii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iv) Work in accordance with the GSCC Codes of Practice.

### **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply the Rochdale Way behaviours at all times.

### **Principal Duties**

1. To ensure that the Council's duties under the relevant legislation are discharged in accordance with Council policy in relation to individual service users and carers.
2. To undertake community care assessment of individuals and their carers whose needs are complex and require care management and care manage a caseload as directed.
3. To ensure that case records are maintained, and reports produced, in accordance with statutory requirements and departmental and inter-agency policies and procedures.
4. To assess the social care needs of individuals and their carers, including the identification of those individuals at risk or in need of protection and to determine an appropriate method of intervention.
5. In conjunction with service users and carers, to design packages of care, which meet identified needs.
6. To provide individuals and carers with information about services, charges and benefits to enable them to make choices. To arrange and purchase services which meet the assessed needs of service users and carers, using available resources efficiently and effectively.
7. To undertake office duty under the direction of the duty manager and to screen enquiries and referrals made to the service in accordance with policies and procedures.
8. To participate in training and other opportunities for the professional development of self and others, including the supervision of students.
9. To establish and develop effective working relationships with the staff of other organisations, statutory and independent.
10. To convene and attend liaison meetings and case conferences involving other agencies to ensure that individual's needs are properly identified and that appropriate services are provided.
11. As a team member to assist the Adult Assessment Team Manager in:-
  - a) Establishing and developing collaborative working relationships with the staff of Local NHS Organisations, other appropriate organisations and representatives of service users

and carers, to ensure that local health and social care services are developed in accordance with the principles of Person Centred Care.

- b) Contributing to the development of social care services for all adults and to ensure their effective integration with other services provided by the service, the Council and other agencies.

### **Secondary Duties**

- 1 To co-operate with the Council's policy on equal opportunities in employment and delivery of services to the people of Rochdale.
- 2 To co-operate in the effective implementation of Service and Council policies for staff care, in particular:-
  - Regular, structured formal supervision of all employees (incorporating practice teaching).
  - Appropriate work base assessment of social care vocational qualifications.
  - The identification of team issues and the development of teams of supportive working groups.
- 3 To ensure that the Council's commitment to public service orientation and customer care is addressed in all dealings with the public and service users and their representatives, including responses to representations and complaints.
- 4 To fully understand, actively promote and implement Council and Service Health and Safety policy.
- 5 To operate within the Council's Disciplinary and Grievance Procedure at the appropriate level.
- 6 To maintain and actively promote good industrial relations.
- 7 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by \_\_\_\_\_ Date \_\_\_\_\_

Agreed by Postholder \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_