

## JOB DESCRIPTION

**JOB TITLE:** Qualified Social Worker

**JOB NO:**

**GRADE:** GrC (*consultation grade - subject to formal evaluation under the Pay Equity Review*)

**DIVISION:** Adults Social Care

**NO OF POSTS:**

**SECTION:**

POST REQUIRES POLICE / DISCLOSURE AND BARRING SERVICE: YES    ==

### **1. JOB PURPOSE**

**1.1** To provide urgent and immediate advice, support and care to people outside normal office hours. To delay and avoid a deterioration and need for long term services. Through social work to increase the independence of vulnerable adults and to contribute to the team's work in improving the quality of its service. With appropriate supervision and support, to manage a workload, which will include vulnerable citizens, some with complex needs. Where appropriate to accept responsibility for citizen's safety and well being. To concentrate on specific areas of work related to organisational needs as required. To co-work with other professional colleagues as required.

### **2. DUTIES AND RESPONSIBILITIES**

- 2.1 To Investigate requests from citizens or from others on their behalf, for services provided by the Directorate.
- 2.2 To carry out conversations and formulate support/enablement plans.
- 2.3 To arrange services in emergency situations at night as agreed on support/enablement plans, and to ensure that plans are monitored and reviewed.
- 2.4 To work with other team members and multi-disciplinary team members from other agencies to meet the needs of vulnerable adults.
- 2.5 To provide information to citizens and carers regarding services, resources and welfare benefits, legislative entitlement and other relevant matters, to sign-post to other agencies where appropriate.
- 2.6 To ensure that the views of citizens and carers are given appropriate consideration.
- 2.7 To maintain documentation and electronic systems on social work activities in accordance with approved policy and procedures.
- 2.8 To act to protect vulnerable service users in line with legal requirements and Directorate procedures.
- 2.10 To develop a working knowledge of Directorate policies and procedures and systems.
- 2.11 To comply with appropriate legal statutes and Directorate policy affecting social work operations.
- 2.12 To work with citizen's, carers and colleagues, including those from other agencies to improve service standards and service delivery.

- 2.13 To ensure equality of opportunity in service standards and service delivery.
- 2.14 To ensure services are appropriate to people's individual needs, including those of culture, religion, age, gender, sexuality and disability.
- 2.15 To recognise levels of responsibility and accountability.
- 2.16 To actively participate in formal supervision under the direction of the Senior Practitioner. To keep her/him informed of potential issues in respect of work. To prepare for supervision sessions.
- 2.17 To participate in identifying and take part in actions to address learning needs in order to maintain optimal professional development and continual team service improvement.
- 2.18 To maintain an individual learning log and any other steps necessary to achieve continued Social Work England registration requirements.
- 2.19 To carry out any responsibilities within the scope and spirit of the job purpose and grade as may be required.

**OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3. SUPERVISION RECEIVED**

3.1. SUPERVISING OFFICER JOB TITLE: Senior Practitioner  
 JOB NO:

3.2. LEVEL OF SUPERVISION

- 1. ~~Regularly supervised with work checked by supervisor.~~
- 2. Left to work within established guidelines subject to scrutiny by supervisor.
- 3. ~~Plan own work to ensure the meeting of defined objectives.~~

4. **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*

\*Use 1,2 or 3 as in 3.2

**5. SPECIAL CONDITIONS**

5.1 To observe the requirements of the Social Work England

**Name:**

**Signature:**

**Date:**

**Person Specification**

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**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> <li>• Possess CQSW, Dip SW, CSS or other Social Work England recognised social work qualification</li> <li>• Possess current Social Work England registration</li> </ul>	AF/I
<b>Experience</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>• Direct experience of delivering social work service to vulnerable adults.</li> </ul>	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> <li>• Clear understanding of the key roles and values of social work, and the different methods of social work practice.</li> <li>• Able to work in partnership with citizens and carers</li> <li>• Able to work with other agency professionals in multi-disciplinary team settings</li> <li>• Knowledge of key legislation that guides social work and social care with adults</li> <li>• Able to communicate clearly in English (verbally and in writing – including electronically)</li> <li>• Able to produce reports and keep records that meet accepted professional standards.</li> <li>• Able to undertake the process of conversations to judge risk, identify need and arrange appropriate services for adults</li> <li>• Able to use ICT effectively</li> <li>• Understanding of and adherence to Social Work England for social care workers</li> <li>• Able to progress multiple tasks and complete on time</li> </ul>	AF/I AF/I AF/I AF/I AF/I/T AF/I/T AF/I AF/I/T AF/I AF/I/T
<b>Training</b>	<ul style="list-style-type: none"> <li>• Commitment to continual professional development and continual team service improvement</li> </ul>	AF/I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to make decisions in circumstances of stress, conflict or risk and to seek advice as appropriate</li> <li>• Able to show understanding of and commitment to equal opportunities</li> <li>• Able to demonstrate an awareness of the need to work within Directorate Procedural Guidelines and Policies</li> <li>• Must work a shift pattern across 7 nights.</li> </ul>	AF/I AF/I AF/I

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.



**Name:**  
**Name:**

**Signature:**  
**Signature:**

**Date:**  
**Reviewed Date:**