

Adults and Communities**Post:- QUALIFIED SOCIAL WORKER****Salary/Grade:- C****Division:- CITYWIDE****Section:- Adults**

Is the job exempt from Rehabilitation of Offenders Act?

Yes

Does the post require a Police Check/Disclosure and Barring Service Records Bureau Clearance?

Yes

Is the post exempt from job share?

No

1. Job Purpose

1.1 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 service users, some with complex needs. Where appropriate to accept responsibility for service user'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 & Responsibilities

2.1 To observe the requirements of the HCPC

2.2 To investigate requests from service users or from others on their behalf, for services provided by the Directorate.

2.3 To carry out assessments and formulate support/enablement plans.

2.4 To arrange services as agreed on support/enablement plans, and to ensure that plans are monitored and reviewed.

2.5 To work with other team members and multi-disciplinary team members from

other agencies to meet the needs of vulnerable adults.

- 2.6 To provide information to service users and carers regarding services, resources and welfare benefits, legislative entitlement and other relevant matters, to sign-post to other agencies where appropriate.
- 2.7 To ensure that the views of service users and carers are given appropriate consideration.
- 2.8 To maintain documentation and electronic systems on social work activities in accordance with approved policy and procedures.
- 2.9 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 service user'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's Workforce. 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 HCPC registration requirements.
- 2.19 To carry out any responsibilities within the scope and spirit of the job purpose and grade as may be required.

3. Supervision Received

3.1 Supervising Officer Job Title:- Senior Practitioner Workforce

3.2 Level of Supervision:-

Left to work within established guidelines subject to scrutiny by supervisor.

4. Supervision Given:- (excludes those who are indirectly supervised i.e. through others).

N/A

5. Special Conditions:-

Observance of the **City Council's Equal Opportunities** Policy will be required

Job Title:- QUALIFIED SOCIAL WORKER

Grade:- C

Division:- ADULTS - CITYWIDE

Method of assessment (M.O.A) A.F. = Application form; I=Interview; T=Test

CRITERIA	ESSENTIAL	M.O.A
Experience	1) Direct experience of delivering social work service to Adult Service Users	AF/I
Skills & Abilities	2) Clear understanding of the key roles and values of social work, and the different methods of social work practice.	AF/I
	3) Able to work in partnership with Service Users and Carers	AF/I
	4) Able to work with other agency professionals in multi-disciplinary team settings	AF/I
	5) Knowledge of key legislation that guides social work and social care with adults	AF/I
	6) Able to communicate clearly in English (verbally and in writing – including electronically)	AF/I/T
	7) Able to produce reports and keep records that meet accepted professional standards.	AF/I/T
	8) Able to undertake process of assessment to judge risk, identify need and arrange appropriate services for adults	AF/I
	9) Able to use ICT effectively	AF/I/T
	10) Understanding of and adherence to GSCC code of practice for social care workers	AF/I
	11) Able to progress multiple tasks and complete on time	AF/I/T
Training & Development	12) Commitment to continual professional development and continual team service improvement	AF/I
Qualifications	13) Possess CQSW, Dip SW, CSS or other GSCC recognised social work qualification	AF/I
	14) Possess current GSCC registration	AF/I
Other	15) Able to make decisions in circumstances of stress, conflict or risk and to seek advice as appropriate	AF/I
	16) Able to show understanding of and commitment to equal opportunities	AF/I
	17) Able to demonstrate an awareness of the need to work within Directorate Procedural Guidelines and Policies	AF/I