

**JOB DESCRIPTION QUESTIONNAIRE**

<b>Job Title:</b>	Social Worker
<b>Reports to:</b>	Operations Manager / Team Lead
<b>Directorate:</b>	Health & Adult Social Care
<b>Section:</b>	Assessment Teams

**Purpose of the Job**

Social Workers undertake assessments, professional interventions and other duties relating to individuals, families and carers. Working as autonomous professionals, decision making is informed by social work knowledge, legislation and statutory guidance, and policy and procedures relating to the social care of adults and their carers. In order to fulfil these duties, social workers are required to work collaboratively with all stakeholders to improve outcomes, promote wellbeing, and where appropriate provide professional leadership in the areas of personalisation, mental capacity and social models of support. Social workers are expected to safeguard and empower adults in need of care and support in accordance with our strategic priorities.

**Principal Accountabilities**

In respect of individuals and carers/families in need of care and support:

1. Enabling the Local Authority to discharge its assessment duties under the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 2007 and other key legislation and guidance.
2. Carry out safeguarding enquiries in accordance with sections 42 and 68 of the Care Act 2014, local procedures and in accordance with the principles of 'making safeguarding personal' and other strategic objectives of the Safeguarding Adults Board.
3. Working with Children, Families & Learning social work colleagues where the protection and / or welfare of children needs to be considered.
4. Using advice and information and asset based approaches to build social capacity and enable people to maximise wellbeing.
5. Negotiating, costing and monitoring new and existing contracts (within an agreed contractual framework) to assure appropriateness of care provision, quality and best value.
6. Responsible use of resources to enable eligible care and support needs to be met, in accordance with the Scheme of Delegation and the Care Act 2014.

7. Work in collaboration with all stakeholders to ensure assessments are fully informed and that appropriate information is communicated with relevant parties and organisations.
8. Preparing, attending and presenting appropriate reports and assessments for court, Tribunals and professional colleagues as required.

In respect of the work of the team or area, there would also be a need for:

9. Participating as members of working parties, pilot schemes and other projects (specific limited term tasks) contributing to the development of the service.
10. Contributing to the quality assurance agenda and being individually responsive to maintaining standards of care delivery, within the organisation and with external partners.

#### Professional Responsibilities for all Social Workers

11. Actively engage in continuous professional development appropriate to role and scope of practice, in order to maintain professional registration.
12. Use professional registration to enable the department to discharge statutory duties in relation to the Mental Health Act 2007, Mental Capacity Act 2005 and the Care Act 2014.
13. Provide practice placements to social workers in training.
14. Use social work knowledge and skills to provide leadership, advice and support to non-registered social care staff.
15. In line with strategic objectives, train and act as the following:
  - Approved Mental Health Professional
  - Best Interest Assessor
  - Practice Educator
16. Maintaining comprehensive, accurate and professionally defensible records of work undertaken, to ensure compliance with organisational guidelines and professional standards.
17. To actively engage in supervision for regular support and to ensure accountability, improved outcomes and the opportunity for critical reflection.
18. In line with established governance arrangements, to use individual and service performance data as a means of maintaining quality and delivering service improvement.

## General Accountabilities

To co-operate in the implementation of the Council's Health & Safety policy

In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health & Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## **BRIGHTON & HOVE CITY COUNCIL**

### **PERSON SPECIFICATION**

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<b>Reports to:</b>	Operations Manager / Team Lead
<b>Directorate:</b>	Health & Adult Social Care
<b>Section:</b>	Assessment Teams

#### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Social Work qualification and registered with professional regulator</li><li>• Knowledge of the Care Act 2014, other legislation and statutory guidance, policies &amp; procedures relevant to the social care of adults and their carers</li><li>• Understanding of social work methods in a statutory adult social care service</li><li>• Able to demonstrate successful completion of ASYE or willingness to undertake this where eligible</li></ul>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working directly with people with care and support needs</li> <li>• Experience of liaising and working with other agencies and professionals</li> <li>• The application of relevant legislation and social care policy to inform scope of practice</li> <li>• Experience of working under pressure and managing competing demands</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively alongside adults in need of care and support, and their carers</li> <li>• Ability to communicate clearly, both verbally, and in writing</li> <li>• Ability to use training and supervision constructively</li> <li>• Ability to work within professional boundaries</li> <li>• Ability to use self, and professional knowledge and theory in practice</li> <li>• Assessment skills and the ability to assess and manage risks</li> <li>• The ability to effectively prioritise work in accordance with demand and risk</li> <li>• Ability to reflect on and be aware of own training and development needs, and to identify how these will be met</li> <li>• Skills to promote and sustain effective professional relationships with others, including people with care and support needs, other professionals and relevant agencies</li> <li>• Ability to work collaboratively with people with care and support needs in order to manage risks, and to achieve identified outcomes</li> <li>• Ability to demonstrate professional credibility in a wide range of settings</li> <li>• Ability to work within scope of practice and recognise when to seek support</li> <li>• Ability to work autonomously and also as part of a team</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities; anti-Discriminatory &amp; non judgmental ways of working</li> </ul>