

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: Senior Social Worker

Reports To: Operations Manager

Department: Adult Social Care

Section: Assessment Delivery Unit

Purpose of the Job

Senior Social Workers support users to identify their needs and exercise choice and control in how they are met by undertaking assessments and identifying the most appropriate resources to meet these needs and promote well being. Integral to the job is also undertaking any other duties relating to the individuals, families and carers allocated to them in accordance with the NHS and Community Care Act 1990 and other statutory instruments, policy and procedures relating to the social care of adults. An important component of the job is to support service users to identify and manage any risk associated with their social and health care needs. Senior social workers must also lead and develop multi-disciplinary working and training and development for staff, provide supervision to staff and deputise for management ensuring the delivery of an effective and responsive service.

Principle Accountabilities

In respect of individuals and carers/families allocated to them:

1. Supporting service users to identify areas of need, facilitating them to exercise choice and control, supporting them to plan appropriate responses and undertaking reviews to enable the local authority to meet its statutory obligations under the NHS and Community Care Act, related legislation and organisational policies.
2. Responsible for acting under appropriate legislation and procedures to safeguard the welfare of adults including leading on and co-ordinating safeguarding adults at risk investigations.
3. Reporting and liaising with CFS social work colleagues where the protection and/or welfare of children are involved.
4. Undertaking Approved Mental Health Act assessments under the Mental Health Act and Deprivation of Liberties assessments under the Mental Capacity Act as necessary and to fully participate on the these rotas. This will require working flexible hours and may require additional relevant training.

5. Providing information and advice to users, their carers and their families and working in close partnership to develop and maintain agreed outcomes that promote well being and support people to exercise choice and control.
6. Ensuring close partnership working with appropriate professionals and agencies in the assessment, support planning and review of agreed outcomes for individuals, carers and their families and that good and effective communication between relevant parties is maintained.
7. Negotiating, costing and monitoring new and existing contracts (within an agreed contractual framework) to assure appropriateness , quality and best value of allocated resources, and participating in the planning of how services are commissioned.
8. To be responsible for the maintenance of comprehensive and accurate records to ensure compliance with organisational guidelines, Data Protection Act, and Caldicott standards including confidentiality and client access to files, and to a high professional standard.
9. To take the lead in initiating, sustaining and evaluating effective professional relationships with other appropriate professionals and agencies in the commissioning and provision of services, with the aim of strengthening joint working arrangements and improving service delivery.
10. To prepare appropriate reports and assessments for court, Tribunals and professional colleagues and presenting these as above and in multi-agency forum where required, ensuring a high standard by all staff

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

1. Convening and leading meetings, Case conferences etc. the discussion of work policies and processes, and allocation of resources.
2. Leading on development of and participation in working parties, pilot schemes and other projects that contribute to the development of the service and planning and evaluating their outcomes.
3. To organise and participate in the duty service to the public as required to maintain the delivery of the service and to allocate work as required.
4. To access, input and retrieve data from the organisational database to give up to date and high quality information enabling the organisation to fulfil its statutory reporting requirements.
5. A proactive approach to continuing professional development in line with College of Social Work Professional Capabilities Framework and maintenance of personal awareness of legislation, policy, procedures and research relating to social care and pertinent to your professional registration
6. To take a lead role in maintaining professional standards and knowledge within teams and across Adult Social Care and with other professional colleagues where required.

7. Initiating and sustaining effective professional relationships with other professionals and agencies in the commissioning and provision of services for individuals, carers and their families, to develop and enhance partnership working practices.
8. Establishing and maintaining effective supervision relationship with supervisees including the practice teaching of social work qualifying students where applicable.
9. To deputise for the relevant manager and to manage staff as required ensuring an effective and responsive service.
10. To take the lead on anti-discriminatory working practices. You will ensure implementation of the organisation's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the organisation's Equalities Policy.
11. You will be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

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.

PERSON SPECIFICATION

Job Title: Senior Social Worker

Scale: M10

Department: Adult Social Care

Section: Assessment Delivery Unit

Criteria

Essential Criteria

Knowledge

- A demonstrably thorough knowledge of the NHS and Community Care Act 1990 & other statutory instruments, policies, procedures and issues relevant to adult social care such as the Mental Health Act and Mental Capacity Act.
- A demonstrably thorough knowledge and understanding of the application of principles and issues relating to assessment, care and protection of adults and children at risk and of their carers, including those of young carers.

Skills & Abilities

- Ability to assess, agree support plans and review the needs of vulnerable individuals and their carers managing complex and high risk cases.
- Strong communication and presentation skills, both verbally and by providing intelligible, comprehensive and detailed reports and recording for a range of public and professional audiences with associated IT skills for inputting, recording and retrieving information and data.
- Strong interpersonal skills, supporting and effecting change where appropriate and skills in training and the development of staff.
- Ability to give high quality and effective supervision and to evaluate and develop the practice of others and demonstrate a commitment to own and others Continuing Professional Development..
- Ability to initiate, promote and sustain effective professional relationships with other disciplines and agencies and promote and maintain high professional standards of own and other's work.
- Ability to lead and undertake Safeguarding adults at risk investigations and co-ordinate outcomes have the skills to work in a court or tribunal setting and support others in doing so.

Experience

- Evidence of experience of working with service group (in a relevant professional capacity) and of working with other agencies and professionals
- Experience of undertaking assessments, support planning and reviews according to the NHS and Community Care Act 1990 and other legislation and policy/guidance.

Education & Qualifications

- Professional social work qualification (Dip HE/Degree or post grad) and demonstrable relevant post qualification practice in accordance with the College of Social Work's Professional Capabilities Framework - must be registered with the Health & Care Professions Council (HCPC) (or any successor regulatory body) and comply with the HCPC Standards of proficiency and HCPC Standards of conduct, performance and ethics (or the relevant code of practice of any successor body).

Other Requirements

- Commitment to equal opportunities; anti-discriminatory ethical and non judgemental ways of working.
- Ability to work to deadlines and in a pressurised environment and to work on own initiative and within a team and to work constructively and conjointly with colleagues and to ask for support when necessary