

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION QUESTIONNAIRE**

<b>Job Title:</b>	Social Worker – Learning Disability Mental Health Specialist Placements
<b>Reports to:</b>	Operations Manager
<b>Department:</b>	Adult Social Care – Assessment Delivery Unit
<b>Section:</b>	Learning Disability Social Work, Care Management & Transition Service

#### **Purpose of the Job**

Social Workers undertake assessment, care management and 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. They also liaise and co-ordinate services provided to those people. Identification and management of risk is an important component of the job

#### **Principal Accountabilities**

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

1. Making assessments of social care needs and planning appropriate responses to enable the local authority to meet its statutory obligations under the NHS and community care act, related legislation and organisational policies.
2. Acting under appropriate legislation or procedures to safeguard the welfare of Adults including enabling appropriate provision of accommodation is available and assisting in the obtaining of legal orders. Reporting to Children, Families & Schools social work colleagues where the protection and/or welfare of children are involved
3. Supervising service users if required, co-ordination of care packages and undertaking reviews according to statutory and departmental requirements.
4. Seeking to work in partnership with individuals and carers to promote, develop and maintain a maximum quality of life.
5. Providing information and advice to users and mobilising resources where necessary.
6. Negotiating, Costing and monitoring new and existing contracts (within an agreed contractual framework) to assure appropriateness of care provision, quality and best value.
7. Maintaining comprehensive and accurate records of work undertaken, manually and electronically, to ensure compliance with organisational guidelines, DPA, and Caldicott standard including confidentiality and client access to files.
8. Liaising with other appropriate professionals and agencies in the assessment, provision and management of services for individuals, carers and their families to

ensure the range of users' needs are adequately met and communication between relevant parties is maintained regarding planning, outcomes and changes.

9. Preparing, attending and presenting appropriate reports and assessments for court, Tribunals and professional colleagues.

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

10. Contributing to Case conferences etc. meetings, discussion and ownership of work policies and processes.
11. Participating as members of working parties, pilot schemes and other projects (specific limited term tasks) contributing to the development of the service.
12. Participating in the duty service to the public if required, to maintain the delivery of the service
13. To access, input and retrieve data from the organisational database(e.g. Carefirst) to give up to date and high quality information enabling the organisation to fulfil its statutory reporting requirements
14. A commitment to continued training and professional development.
15. A commitment to establishing an effective supervision relationship with supervisor and asking for support when needed.
16. Commitment to working in an anti-discriminatory way. You must be prepared to implement 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.
17. You must be prepared to 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.

### **Additional Responsibilities for PQ1**

18. 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 joint working practice.
19. A commitment to continued training and professional development and maintenance of personal knowledge of legislation, policy, procedures and research relating to social care to give a thorough knowledge base.
20. Responsibility for undertaking Safeguarding Adult investigations and co-ordinating outcomes.
21. PQ1 postholders may be required to undertake practice supervision with newly qualified Social Workers without PQ1, establishing and maintaining an effective supervision relationship with supervisees.
22. Undertaking Approved Social Work assessments under the Mental Health Act, as necessary.

### **General Accountabilities**

***(Please insert relevant paragraph from Job Description Questionnaire Guidance Notes on Health and Safety and Equality accountabilities)***

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.

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### **PERSON SPECIFICATION**

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### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• A good general education with a record of success</li><li>• Professional social work qualification (Dip HE/Degree or post Grad)</li><li>• Knowledge of the NHS and Community Care Act 1990 &amp; other statutory instruments, policies &amp; procedures relevant to work with adults</li><li>• Understanding of issues relating to assessment, care and the protection of vulnerable people.</li><li>• Experience of or a good working knowledge of Mental Health Act 1983 / 2007.</li></ul> <p><b>Additional Knowledge for PQ1</b></p> <ul style="list-style-type: none"><li>• Thorough knowledge and understanding of the application of NHS and CC Act, other statutory instruments, policies and procedures related to adult social care.</li><li>• Thorough knowledge and understanding of the application of principles and issues relating to the assessment, care and the protection of vulnerable people.</li></ul>
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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of experience of working with service group in a relevant professional capacity</li> <li>• Experience of liaising and working with other agencies and professionals</li> <li>• Experience of undertaking assessments and reviews according to the NHS and Community Care Act 1990</li> <li>• Experience of or a good working knowledge of Mental Health Act 1983 / 2007.</li> </ul> <p><b>Additional experience for PQI</b></p> <ul style="list-style-type: none"> <li>• At least one year's post qualification practice in social care.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to assess and review vulnerable individuals and their carers in relation to their need for support.</li> <li>• Ability to communicate clearly, both verbally, and by providing intelligible, comprehensive and detailed reports and recording.</li> <li>• Ability to relate to people at all levels through good interpersonal skills</li> <li>• Ability to use training and supervision constructively</li> <li>• Ability to work within professional boundaries</li> <li>• IT skills for inputting and recording work.</li> </ul> <p><b>Additional skills and abilities for PQI</b></p> <ul style="list-style-type: none"> <li>• Ability to apply and implement the above two points (additional knowledge required for PQI).</li> <li>• The ability to effectively manage a caseload of complex and high risk cases.</li> <li>• Ability to use training and supervision effectively to evaluate and develop practice.</li> <li>• Skills to promote and sustain effective professional relationships with other disciplines and relevant agencies.</li> <li>• Ability to undertake Adult protection investigations and co-ordinate outcomes.</li> <li>• Skills to work in a court or tribunal setting.</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>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative &amp; to ask for support when necessary.</li> <li>• Ability to work constructively and conjointly with colleagues.</li> <li>• Ability to work to deadlines and in a pressurised environment</li> </ul>