

## City of Wolverhampton Council

### Job Description

Post Title:	Social Worker (Adults)
Directorate:	People
Service Group:	Adult Social Care
Division/Team:	Adult Services
Responsible to:	Social Work Unit Manager
Salary Grade:	Grade 7
Location:	Locality Area or any other suitable location within the City of Wolverhampton
Workstyle:	Field

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

### Job Purpose and Role

- To provide professional social work, working alongside agencies, providers, health colleagues to assess and provide appropriate interventions.
- To provide a high quality and effective social work service that involves engaging with adults, carers, families, groups and communities in a timely manner and within statutory guidelines.
- To assess need, plan and deliver focused intervention to safeguard adults with additional needs and promote positive wellbeing.
- To undertake varied and complex work, across early intervention and statutory levels.
- To work collaboratively with colleagues within the social work teams and alongside agencies, providers, health, colleagues in order to promote the best outcomes for Adults with care and support needs.
- The job involves direct contact and working with individuals, carers, families, groups and communities, health, police, voluntary partners, commissioners, service providers
- The job involves the worker identifying suitable care and support packages that provide value for money. There is accountability for interventions that required care and support expenditure through the department or independently

- The job involves direct responsibility for handling and processing sensitive information, where care, accuracy, confidentiality and security are important.

## **Principal Duties and Responsibilities**

### **Corporate and Professional Responsibility**

Responsibility for own professional practice, as defined within corporate guidelines and priorities; and social work professional standards. Take responsibility to ensure the practice and learning of other staff where appropriate.

### **To ensure that Customer Outcomes are achieved**

Take responsibility for own practice. Apply the principles of outcome led conversations / assessment and support planning and micro commissioning. Take responsibility in this area to ensure the practice of other staff, where appropriate. Quality assuring and authorising own outcome led conversations/assessments within an agreed budgetary envelope. Ensure conversations/assessments are focused on supporting independence, demonstrating optimum and proportionate use of available resources across the community,

### **Safeguarding**

Ensure that children/adults with care and support needs are safeguarded by appropriately identifying and reporting potential abuse. Ensure immediate protection of children/ adults with care and support needs. Responsible for conducting safeguarding enquiries in accordance with local safeguarding policy and practice procedures.

### **Performance/Supervision**

Active participation in the supervision process to improve performance and enhance confidence in own social work practice. Provide professional supervision and support to others when/ where appropriate.

### **Staff Development/Coaching**

To actively participate and where necessary take responsibility for receiving and providing staff development opportunities to apply critical reflection and analysis to inform decision making. To be able to supervise others for example students and newly qualified and unqualified health and social care practitioners and impart best practice skills and knowledge.

### **Resource Use**

To take responsibility for the identification of suitable resources to meet the assessed needs of individuals and carers informed by evidence based practice.

### **Administration/Meetings**

To take responsibility for working in accordance with systems and quality standards for communication and administration in accordance with council and legal duties and responsibilities.

### **Specialist Skills and Knowledge**

To contribute to identifying, developing and evaluating specialist skills and knowledge in own and others practice.



### **Joint Working**

To demonstrate the ability, skills, knowledge to engage and carry out competent Care Act conversations with individuals, families, groups and communities and carers that identifies relevant partners who need to be involved in any social work intervention.

### **Risk Assessment & Management**

To work in accordance with agreed risk assessment and management approaches to safeguard the individual, families, groups and communities in all social work interventions.

### **Knowledge**

- To develop knowledge in one or more specialist areas of your practice. Expand your knowledge to inform the connections between this and other settings or areas of practice
- To demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that informs and mandate social work practice. Apply legal reasoning, use professional legal expertise and advice appropriately, recognising where scope for professional judgement exists
- To demonstrate and apply to practice a working knowledge of human growth and development throughout the life course
- To recognise the short and long term impact of psychological, socio-economic, environmental and physiological factors on people's lives, taking into account age and development, and how this informs practice
- To recognise how systematic approaches can be used to understand the person-in-the-environment and inform your practice
- To acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience
- To understand forms of harm and their impact on people, and the implications for practice, drawing on concepts of strength, resilience, vulnerability, risk and resistance, and apply to practice

### **Skills**

- To communicate skillfully and confidently in complex or high risk situations that models and help others to develop communication skills
- To sustain and model engagement with people in fluctuating circumstances and capacities including where there is hostility and risk
- To determine people's needs and manage the associated risks
- To liaise with other agencies on operational issues and deliver service in partnership that ensures quality and optimum and effective provision of services
- To gather information quickly and effectively so as to inform judgement for interventions including crises, and in response to challenge, or in the absence of complete information
- To communicate effectively in highly charged, complex or challenging circumstances to a wide range of audiences for different purposes and at different levels.
- To use assessment procedures discerningly so as to inform judgement

## Abilities

- To demonstrate, maintain and expand a range of frameworks for assessment and intervention
- To actively support and initiate community groups and networks, including professional ones
- To contribute to the development of the organisation's information strategy and systems
- To act as a role model and help others with appropriate information sharing
- To act as a role model and help others to manage changing circumstances
- To recognise and appropriately manage the authority inherent in your position

## Other Duties

- To act in accordance with the Council's Constitution and other Codes of Conduct.
- Post holders will be required to demonstrate the behaviours and attributes that support the City Council's core values.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development.
- To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To participate in the wider development of the service and contribute to service improvement as required.
- Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
- Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
- City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date .....

Signature of post holder .....



## Person Specification

**Post Designation:** Social Worker (Adults)

**Grade:** 7

### Job Purpose and Role

- To provide professional social work, working alongside agencies, providers, health colleagues to assess and provide appropriate interventions.
- To provide a high quality and effective social work service that involves engaging with adults, carers, families, groups and communities in a timely manner and within statutory guidelines.
- To carry out Care Act complaint conversations using a Three Conversation©, strengths based approach that determines need, plans and delivers focused intervention to safeguard adults with care and support needs and promotes positive wellbeing.
- To undertake varied and complex work, across early intervention and statutory levels.
- To work collaboratively with colleagues within the social work teams and alongside agencies, providers, health, colleagues in order to promote the best outcomes for Adults with care and support needs.
- The job involves direct contact and working with individuals, carers, families, groups and communities, health, police, voluntary partners, commissioners, service providers
- The job involves the worker identifying suitable care and support packages that provide value for money. There is accountability for interventions that required care and support expenditure through the department or independently
- The job involves direct responsibility for handling and processing sensitive information, where care, accuracy, confidentiality and security are important.

Criteria	Essential	Desirable
	<i><b>These are the necessary requirements to carry out the job successfully.</b></i>	<i><b>These are the additional requirements which are relevant, but not essential, to the work involved in the job.</b></i>
Qualifications and / or training	<ul style="list-style-type: none"> <li>• Relevant professional qualification (Degree in Social Work, CQSW/DiPSW or equivalent)</li> <li>• Registration as a social worker with Social Work England (SWE)</li> <li>• Willingness to undertake</li> </ul>	

	<p>professional development opportunities such as AMHP / BIA or AMCP and Practice Educator</p> <ul style="list-style-type: none"> <li>• To have successfully completed the Assessed Year of Employment or an equivalent post qualifying pathway if applicable</li> <li>• Evidence of continued professional development in line with the Professional Capabilities Framework</li> <li>• A positive enhanced DBS disclosure</li> <li>• Evidence of enhanced practice in relation to: Safeguarding (children/adults) Data Protection and Information Governance Mental Capacity Act &amp; DoLS / LPS Care Act</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working with adults with care and support needs and whole family approaches</li> <li>• Experience of carrying out Care Act conversations to identify individual needs and/or risk; of designing and implementing care/support/protection plans; of monitoring and reviewing such plans over a period of time;</li> <li>• Contributing to organisational development</li> </ul>	<ul style="list-style-type: none"> <li>• Providing supervision to colleagues and support others to manage and prioritise work</li> <li>• Assess and manage the work of social work students and ASYE</li> </ul>
Special Knowledge/ Skills	<ul style="list-style-type: none"> <li>• IT literate – regular use of IT systems to support their current job role.</li> <li>• Establishes strong networks within their business community (formal and informal),</li> <li>• Able to communicate and influence across the directorate at all levels (in particular with senior managers)</li> <li>• Ability to manage and prioritise a workload, to make use of supervision and work as a member</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive knowledge of employing directorate's services and processes</li> <li>• Leadership skills</li> </ul>

	<p>of a team, working jointly as appropriate</p> <ul style="list-style-type: none"> <li>• Ability to work with colleagues internally and from other statutory and independent organisations</li> <li>• Knowledge of, and the ability to apply in practice, the principles of relevant legislation including Mental Capacity Act &amp; DoLS / LPS, Mental Health Act, Care Act, Making Safeguarding Personal etc</li> <li>• Knowledge of, and skills in, social work methods</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Professional approach to the duties of the post</li> <li>• Able to prioritise workload</li> <li>• Work effectively as part of a team</li> <li>• Ability to thrive in a complex environment and demonstrate resilience</li> <li>• Ability to work flexibly to meet the service and people's needs</li> <li>• Ability to work in anti-discriminatory way with all people</li> </ul>	
Committment	<ul style="list-style-type: none"> <li>• Committed to the principles of the Operating Model across Adults and Children, Young People and Families in Wolverhampton</li> <li>• Commitment to the achievement of positive outcomes in work with people/families/carers</li> <li>• Evidence of commitment to valuing diversity and anti-discriminatory practice</li> <li>• Commitment to meeting essential deadlines and completion of essential tasks</li> </ul>	



