

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Integrated Community Services – Community Resource
<b>POST:</b>	Social Worker 1 & 3
<b>GRADE OF POST:</b>	Social Worker 1 - Grade 10 – Newly Qualified Social Worker 3 - Grade 12 - Subject to 2 years post qualifying experience.
<b>RESPONSIBLE TO:</b>	Team Manager (CAP & Integrated Short Term Social Work Service)

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### **JOB PURPOSE:**

To work as part of a Social Work team to provide an enabling response to adults affected by the issues of disability, frailty, ageing and dementia. To provide a Social Work service that will promote the independence and wellbeing of individuals and their carers, through advocacy, uphold the service user's rights. You will also identify any practical, environmental, financial, social and emotional strengths /needs of service users and their family/carers

You will work with people using a strengths based approach to situations that require a well-timed social work response. You will work with people and their carers by promoting user empowerment and facilitating their independence. To offer appropriate information advice and signposting where appropriate to alternative services to meet identified need.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Undertaking the assessment of social care needs, of service users and carers. Ensuring provision is person centred, outcome focused and aligned to service users directed aspirations.
- Ensuring the involvement of the individual, their carers and other significant persons in the preparation, decision making and agreement of Intermediate Care plans that include assistance and intervention, by clearly explaining the process and specifying the responsibilities of those involved.
- Monitoring and reviewing support plans and the outcomes within the Intermediate Care time period working within the multi-disciplinary team. Undertaking a final review at the end of the period and to develop support plans for any long term care needs which will be actioned by other Providers.
- Working effectively as a member of a multi-disciplinary team and contributing to multi-disciplinary working. Taking part in the initial joint planning/assessment meeting for each potential service user and further review meetings if required.

- Liaising and negotiating with council departments and other agencies both statutory and voluntary in nature in the best interests of the service user to ensure efficient and effective outcomes for service users.
- Operating within statutory frameworks and Council's policies and procedures to promote and deliver outcome focused, person centred and evidence based social care practice.
- Maintaining and developing professional practice consistent with registration by the Social Care Council as a social services practitioner and participating in any training and development activities in order to maintain own professional development or to enhance competence within job role.
- Monitoring the agreed referral procedures/pathways/interfaces between social care services and the Community Resource Team ensuring that they are working effectively at all times.

**Social Worker 3 - As above plus:**

- Supervision of Social Work Students and other junior members of staff.
- Provide advice and guidance to less experience social workers.
- To undertake sensitive, acute and complex adult cases which require preparation and presentation of robust evidence in respect of capacity and risk, in readiness for Court of Protection, The High Court, Mental Health tribunals, Section 117 multi-disciplinary discussions, Deprivation of Liberty Safeguards (Dols) and Coroners Court.
- Lead joint working with less experienced Social Workers in complex cases.
- Routinely represent and advocate on behalf of vulnerable individuals, families and carers ensuring their rights are upheld at various forums:
  - Represent the council within multi-agency and inter-disciplinary settings.
  - Attend and present assessment reports at monthly funding and accommodation panels
  - Attend and present assessment reports at monthly health funding panels for individuals with complex health needs requiring continuing health funding or subject to Section 117 aftercare services.
- To implement the national Wales Safeguarding Procedures. Fulfilling the roles and responsibilities for practitioners to ensure that adults are safeguarded who are at risk of abuse and neglect.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Social Worker 1 & 3 (Common Access Point)

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Social Work Degree or other Social Work qualification recognised by Social Care Wales.</li> <li>• Registration with Social Care Wales.</li> <li>• PQ – Consolidation Programme if qualified after April 2016.</li> <li>• 2 years post qualifying experience.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>For SW3 only</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and/ or experience of working within an Intermediate Care environment.</li> <li>• Working in partnership with statutory/voluntary organisations to promote the independence of service users.</li> <li>• Knowledge of current Policy, Statutory Guidance and the Law as it is applied and affects people in the delivery of Social Care Services.</li> <li>• Direct experience of complex cases</li> <li>• Direct experience of the Care Co-ordination role, which has a legal responsibility as delegated under the Mental Health (Wales) Measure</li> <li>• Direct experience of court work.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p> <p>For SW3 only</p>	<p>Interview, application form, and selection process.</p>
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Skills in assessment and analysing information to achieve positive outcomes for service users and carers.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>

<p><b>Skills &amp; Personal Qualities (ctd.)</b></p>	<ul style="list-style-type: none"> <li>• Ability to work effectively in a multi-disciplinary setting as a team member.</li> <li>• Ability to form constructive working relationships with colleagues and other agencies.</li> <li>• Ability to work independently and to seek advice when necessary.</li> <li>• Ability to work within the legislative framework, policies and procedures of statutory organisation.</li> <li>• Ability to work within intermediate care timeframe of up to six weeks.</li> <li>• Ability to prioritise and take responsibility for workload management and performance.</li> <li>• Ability to manage in a busy environment.</li> <li>• Ability to communicate clearly and effectively.</li> <li>• Committed and motivated.</li> <li>• Creative, assertive and forward thinking.</li> <li>• Ability to provide consultation and advice to other staff.</li> <li>• Ability to work flexibly and proactively.</li> <li>• A demonstrable commitment to anti-discriminatory practice.</li> <li>• You will be expected to have a motor vehicle available for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate.</li> <li>• Ability to make decisions appropriately.</li> <li>• Excellent skills in investigation and assessment.</li> <li>• Capacity to problem solve whilst working under pressure.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p> <p>For SW3 only</p> <p>For SW3 only</p>	<p>Interview, application form, and selection process.</p>
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