

LONDON BOROUGH OF REDBRIDGE ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title:	Social Worker/Senior Social Worker		
Directorate:	People	Grade:	LBR8-11 / LBR12-13
Department:	Adults	Hours/weeks:	Flexibility subject to business needs.
Function:		Post number:	
Team:		Base/location:	
Reports to:	Senior Social Work Practitioner or Team Manager		
Responsible for:	Responsibility for the supervision, professional learning and development of others.		

Role and Context

Overall Role Purpose:	<p>To provide a quality social work service to assist the Council and Health authority fulfil its duties and responsibilities in relation to The Care Act 2014, Mental Capacity Act, Deprivation of Liberties, Safeguarding and other appropriate legislation.</p> <p>Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which an integrated Health and Social Care team will face. This Job Description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither exhaustive nor inclusive and may be subject to changes in order to meet legislative requirements changing circumstances and business demands of the service.</p>
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Role Context:	<p>The role reports directly to a Senior Social Work Practitioner or Team Manager and will be a member of an integrated health and social care team of professionals focussed on delivering excellent social work practice within an area of service.</p> <p>You will be responsible for delivering the highest possible standards in Social Work practice, working within defined legal frameworks, policy and procedures.</p> <p>We are committed to the ongoing development of our professional social care staff by establishing transparent career pathways so staff know what they need to do to progress and aligning progression with performance outcomes. Our Career Progression Framework is closely linked to the Social Work Professional Capabilities Framework and introduces clear levels of performance and achievement in social work that are directly linked to levels of pay. This can also be used to help identify strengths and areas for development.</p> <p>You will have regular supervision for effective practice, reflection and career development and can participate in programmes of training and associated work experience for social work progression. You will develop an awareness of your own professional limitations and knowledge gaps, and establish a network of internal and external colleagues from whom to seek advice and expertise. When you and your manager feel you are ready to progress you will have the opportunity to demonstrate how your skills and capabilities meet the Social Work Professional Capabilities Framework at the next level which will then be assessed by a moderation panel. The panel meets every 6 months.</p>
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Duties and Responsibilities

This Job Description is a guide to the level and range of responsibilities the post holder, as a Social Worker registered with Social Work England, will be expected to undertake.

To maintain registration the post holder is required to comply with the Standards of Proficiency for Social Workers in England. All Social Workers are required to re-register with Social Work England annually and submit evidence of Continuous Professional Development (CPD) and standards of proficiency at the PCF experience level. Redbridge offer a range of learning and development opportunities and activities to support Social Workers maintain and develop their career. The evidence of demonstrating professional capabilities will form part of the performance management process.

In addition, the post holder is expected to operate within and evidence all aspects of the relevant level of the Professional Capabilities Framework (PCF) as set by The College of Social Work and main duties could include the following:

At level 1 (NQS)

- To assist the Council and Health authority fulfil its duties and responsibilities in relation to The Care Act 2014, Mental Capacity Act, Deprivation of Liberties, Safeguarding and other appropriate legislation.
- Undertake assessments, care and support planning, reviews of people and carers with a range of needs, working within a multi-disciplinary framework.
- Provide a person-centred, asset based interventions to enable people to optimise and maximise their abilities, by utilising a strengths based approach
- Support people to maintain their independence, within their homes and by utilising support in the local community and their own personal networks.
- Ensure people receive the required health and social care support within the community, prevent hospital admission and pro-actively work with the principles of admission avoidance.
- Work collaboratively with health colleagues to ensure people are discharged from hospital within agreed timeframes and with appropriate support mechanisms in place.
- Manages the allocation of resources required to maintain independence through the use of Personal Budgets.
- Develop and maintain high professional standards, within your role and promote integrated working methods within the service
- Provide and receive supervision and support from members of the team.
- Promote effective communication within the team and with colleagues internal and external of the organisation.
- Undertake risk assessments, employ positive risk-taking strategies to mitigate identified risks
- Support the team to meet performance requirements and outcomes.
- Promote and implement social care principles and practices within an integrated setting with health
- Demonstrates ability to use analytic skills, using professional judgment to deliver holistic interventions.
- Takes responsibility for developing and maintaining professional standards.
- Will undertake the legal and statutory duties of the post, as required by the Care Act, Mental Capacity Act, Mental Health Act and any other appropriate legislation.
- Be responsible for the preparation for attendance at court and court of protection hearings.
- Will mentor and provide supervision to unqualified staff
- Manage the power of your role in your relationship with others.
- Enable and support people to consider and pursue a range of options that may enhance economic status (through access to education, work, housing, health services and welfare benefits) and wellbeing.

At level 2 Social Worker you will be expected to practice effectively, exercising higher quality judgements, in situations of increasing complexity, risk, uncertainty and challenge. Through growing understanding, you expect and anticipate, but do not pre-judge, the issues that may develop. You have greater confidence and

independence (whilst accessing support when needed), and use your initiative to broaden your repertoire of responses; you have expertise in one or more areas of practice, be familiar with local resource networks and be recognised by peers as a source of reliable knowledge and advice. You will model good practice, setting expectations for others and may supervise unqualified staff.

At level 3 Social Worker you will be starting to demonstrate the level descriptors in the PCF of the Experienced Social Worker. Experienced social workers are more autonomous in their role. They demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. You will start to take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of less experienced practitioners. You will undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute your views on service provision to commissioners.

Senior Social Worker

(Progression to this level will be subject to the decision of the Career Progression Panel)

You will be fully demonstrating the level descriptors in the PCF of the Experienced Social Worker. You will work autonomously and demonstrate expert and effective practice in complex situations, assessing and managing higher levels of risk, striking a balance between support and control, liaising with a wide range of professionals, including more senior levels. You will manage complex caseloads, and offer expert opinion within the organisation and to others. You will chair a range of meetings, offer expert support to case conferences, and produce high quality assessments and reports for a range of functions. You will model good practice, setting expectations for others and take responsibility and be accountable for the practice of others, mentoring newly qualified social workers, and supervising the work of less experienced practitioners. You will undertake capacity-building with individuals, families, communities, user groups and voluntary organisations, and contribute their views on service provision to commissioners.

Career Progression

Progression between levels is characterised by development of people's ability to manage complexity, risk, ambiguity and increasingly autonomous decision making across a range of situations.

- Level of confidence, underpinned by practice experience, reflection and deepening understanding
- The increasing ability to work independently and to collaborate on equal terms with members of other professions
- The quality of the judgements made, and the level of ability to explain and justify them
- Efficacy of the work undertaken and the outcomes achieved, including opportunities for preventive work
- The ability to take initiative, form constructive alliances and to act as a change agent
- The ability to engage effectively with situations of increasing complexity and challenge, for example those with:
 - multi-agency input
 - complex family / organisational dynamics
 - serious hostility and conflicts of interest
 - multiple problems / disadvantages
 - multiple / significant risk factors
 - need to consider the public interest
- The appropriate use of authority and challenge
- The ability and commitment to educate and provide professional supervision to others
- Demonstration of leadership, management and research.

Professional Practice:

Demonstrate through your practice an understanding and use of knowledge related to your area of practice, including critical awareness of current issues and new evidence based practice research.

Demonstrate knowledge and application of appropriate legal and policy frameworks and guidance that inform and mandate social work practice. Apply legal reasoning, using professional legal expertise and advice appropriately, recognising where scope for professional judgement exists.

Demonstrate in practice and recording a working knowledge of human growth and development throughout the life course.

Demonstrate, through adjusting your practice, 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.

Recognise diversity and apply anti-discriminatory and anti-oppressive principles in practice

Acknowledge the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience.

Utilise a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities to develop methods of intervention derived from them

Demonstrate through practice a critical understanding of social welfare policy, its evolution, implementation and impact on people, social work, other professions, and inter-agency working.

Recognise the contribution, and make use of research to inform practice and apply the lessons from research to practice.

Participate in group work, multi-agency work, family work and individual direct work with vulnerable adults and their families.

Use structured assessment tools and models informed by evidence to assess risk factors and to review progress in all cases.

Prepare and present a range of written reports, including Reports to Courts, Reviews, Case Conferences, and other meetings enabling the appropriate decisions to be made.

Professional Responsibilities:

Keep up-to-date with evidence informed practice about what is most effective in working with Adult's Social Care.

Ensure that all activities are carried out in accordance with relevant legislation and comply with all local and national policies, protocols and guidance.

Comply with the Data Protection Act and ensure compliance with all local information governance requirements.

Carry out appropriate administrative tasks in support of the work including maintaining records, preparing statistical returns and completing internal documentation.

Attend all relevant internal meetings, and represent the integrated Health and Adult Social Service at external meetings as required. Contribute to the review and achievement of the set targets in local and corporate plans.

Contribute to the development of your Team on an on-going basis.

Participate in all relevant learning and development activities and other opportunities for continuous professional development. In particular to take responsibility for participating in up to date safeguarding training on a regular basis.

Be prepared to engage in all areas of work across the scope of the integrated Health and Adult Social Service.

Work flexibly, including evening and occasional weekend work including participation in Office Duty Rota.

All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care. The key responsibilities and duties of the role are neither exclusive nor exhaustive. All workers are expected to operate flexibly to support delivery of services and from time to time will be required to undertake responsibilities outside the normal remit of role description as required by the line manager, which are broadly commensurate with the job level and scope of competence.

Person Specification		
Knowledge & Experience		<i>Method of candidate assessment: A = Application form I = Interview T = Test</i>
Statutory or Mandatory qualifications:	Recognised Social Work qualification (i.e. CQSW, DipSW, CSS or CCETSW approved equivalent, BA Hons Social Work or other relevant degree in Social Work). Current Registration with Social Work England.	A
Knowledge / Experience	At level 1 Evidence a clear understanding of the principles and benefits of integrated working for self, service users and carers Experience of working with vulnerable service users and carers to assess their needs and circumstances and support them to make informed decisions and choices. Experience of planning, carrying out, reviewing and evaluating health or social care practice with service users and carers Must be able to provide evidence of continuing professional development	A-I
	At level 2 Evidence a clear understanding of the principles and benefits of integrated working for self, service users and carers Experience of working with vulnerable service users and carers with complexity, to assess their needs and circumstances and support them to make informed decisions and choices. Experience of planning, carrying out, reviewing and evaluating health or social care practice with service users and carers who have complex needs Experience of writing legal reports and attending court Sound understanding of asset based and outcome focused assessments Experience and evidence of working to the relevant level professional capabilities framework Must be able to provide evidence of continuing professional development	A-I
	At level 3 Demonstrate in-depth and high level of knowledge and experience of health and social care processes and responsibilities in line with the Care Act. Evidence an in-depth level of understanding of the principles and benefits of integrated working for self, service users and carers. Experience of working with vulnerable service users and carers with complex needs, to assess their needs and circumstances and support them to make informed decisions and choices. In-depth level of experience in assessing, support planning, reviewing and evaluating health or social care practice and interventions with service users, carers who have complex needs. Experience of assessing and manage risk, balancing rights and responsibilities of service users and carers. Experience of complex work in relation to Mental Health Act, Mental Capacity Act and deprivation of liberty safeguards legislation. Experience of writing legal reports and attending court to provide expert professional evidence. Experience of working in a multi- disciplinary, multi- agency setting. Experience and evidence of working to the relevant level professional capabilities framework Must be able to provide evidence of continuing professional development	A-I

	<p>At Senior Social Work level</p> <p>Ability .to manage complex cases and assist colleagues to carry out statutory requirements Knowledge and understanding of current issues in social work practice Demonstrate in-depth and high level of knowledge and experience of health and social care processes and responsibilities in line with the Care Act. Evidence an in-depth level of understanding of the principles and benefits of integrated working for self, service users and carers. Experience of working with vulnerable service users and carers with complex needs, to assess their needs and circumstances and support them to make informed decisions and choices. In-depth level of experience in assessing, support planning, reviewing and evaluating health or social care practice and interventions with service users, carers who have complex needs. Experience of assessing and manage risk, balancing rights and responsibilities of service users and carers. Experience of complex work in relation to Mental Health Act, Mental Capacity Act and deprivation of liberty safeguards legislation. Experience of writing legal reports and attending court to provide expert professional evidence. Experience of working in a multi- disciplinary, multi- agency setting. Experience and evidence of working to the relevant level professional capabilities framework Must be able to provide evidence of continuing professional development Experience of developing and delivering care plans within limited resources including commissioning services with regard to financial procedures Experience and evidence of working to the relevant level professional capabilities framework Must be able to provide evidence of continuing professional development</p>	A-I
Skills / Abilities	<p>Evidence a clear understanding of the principles and benefits of integrated working for self, service users and carers Experience of working with vulnerable service users and carers with complexity, to assess their needs and circumstances and support them to make informed decisions and choices. Experience of planning, carrying out, reviewing and evaluating health or social care practice with service users and carers who have complex needs Experience of writing legal reports and attending court Sound understanding of asset based and outcome focused assessments Demonstrate excellent levels of knowledge and experience of social care processes and responsibilities in line with the Care Act Demonstrate excellent level of knowledge and experience of working with relevant physical health and/or mental health conditions that impact upon service users and carers Ability to assess and manage risk, balancing rights and responsibilities of service users and carers Demonstrate a professional judgement, understand and apply the safeguarding standards that underpin all safeguarding activity Experience of work in relation to Mental Capacity Act and deprivation of liberty safeguards legislation. Experience of working with the Mental Health Act Knowledge of Continuing Health Care and its application in the community. Applies knowledge of health and social care legislation Experience of using IT systems and agile working. Experience of working in a multi- disciplinary, multi- agency setting Experienced in the application of theoretical models and relevant research Experience of supervising and mentoring staff Ability to reflect and learn from own behaviour and feedback, identifying impact of actions on others and improving practice. Ability to manage and prioritise own workload and meet agreed deadlines and targets Personal and professional demeanour which generates credibility and confidence amongst staff, managers and stakeholders To take responsibility for own decisions on routine work and recognise the need to contribute and support service and management decisions</p>	A-I
Corporate Accountabilities	<p>All employees of the Council should undertake and conduct their work with due regard to the corporate accountabilities (available on the Redbridge Council website). These include responsibilities for outcomes regarding Equality, Conduct & Behaviour, Health & Safety, Data Protection, Safeguarding and Customer Care.</p>	A-I

Corporate Behaviours	The Council has a set of behaviours that all employees are expected to deliver in the performance of their role. The behaviour framework can be found on the Council's internet page, and these should be reflected in your application and the way you work. As part of an individual's personal development Redbridge expects employees of all levels to be continuously developing these core behaviours.	A-I
Effective and Collaborative Team Working	<ul style="list-style-type: none"> You will need to work alongside both health and social care policies and procedures To promote the social care role within an integrated setting with health To take responsibility for personal development and actively participate in all learning and development. To participate in the ongoing development, implementation and monitoring of service plans. To support and contribute to value for money, service efficiency and improvement. 	A-I
Working Pattern and travel	Flexible work patterns are available and you should be able to work some evenings and occasional Saturdays / Bank Holidays	
Safeguarding and Disclosure	A current Disclosure and Barring Service Check.	
Special Factors or Constraints		

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