Job Description

Job Title: Social Worker	**Service Area: Adults**
Division/Section: **LB Newham**	**Job Number: Various**
Grade: PO1 – PO3	**Date last updated: September 2021**

EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

- This role sits within a multidisciplinary community social care team. The core functions include assessment, support planning, long term support arrangements, and review for customer in the community with complex needs. The post holder will be required to carry out Mental Capacity Assessments.

- To provide a social work service to an allocated caseload within the agreed performance management, quality assurance and budgetary framework and that the highest standards of service are achieved.

- To act as a member of a team providing an effective, efficient and personalised assessment, support planning, and brokerage service to adult service users, carers and their families in order to deliver the key strategic aims of the organisation and to ensure that the citizens of Newham have access to high quality services which safeguard and promote their welfare.

- To ensure people are fully supported to have the best possible opportunities and are supported to exercise choice and control to meet the outcomes they define.

Job Context

1. The post holder reports to a Practice Manager or Team Manager.

2. The post holder has no line management responsibility.

3. The post holder has no budgetary responsibility.

4. The post holder is expected to work flexibly in line with the Council's improved ways of working policies and to demonstrate ICT competencies and compliance with Newham Council's electronic systems.

5. The post holder will occasionally be required to work evenings, weekends and public holidays, in order to meet service requirements.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties, which may be required from time to time.

1. To provide high quality, responsive and safe assessment, support planning, brokerage and care planning services to meet the needs of adult service users and their family/carers and promote an ethos of positive partnerships, within specified allocated resources and in line with national and local standards and requirements.
2. To deliver high professional standards of social care practice including: quality interventions; clear, sound and up to date recording and decision making; agreed performance management; and adherence to the Professional Standards of the Social Work England (SWE).
3. To cultivate professional relationships with the multi-disciplinary professionals, sharing knowledge, skills and expertise with internal and external practitioners and service providers.

4. To undertake multi-disciplinary assessments of individual and carers needs and risks to encourage independence, provide support and prevent harm.
5. To deliver personalised services that promote the independence and choice of service users and carers, respond to needs promptly and effectively, and positively manage risk.

6. To provide a social work service, including assessment, support planning, brokerage, review and discharge activity to an allocated caseload.

7. To provide cover and participate in team duty arrangements on a rota basis in accordance with management instructions.

8. To facilitate service users and carers to undertake supported self assessments, support planning and reviews based on outcomes they define and using all appropriate resources and evaluation of potential risks.

9. To facilitate service users and carers in the identification and purchasing of personalised services within the community to meet their needs.

10. To be responsible and imaginative in the commissioning of personalised services, seeking alternative universal and flexible solutions where possible.

11. To undertake safeguarding adult enquiries, assessing and analysing risk and contributing to the development of multi-agency safeguarding adult plans. This includes leading, coordinating, monitoring and reviewing multi-agency adult protection plans.

12. To comply with the roles and responsibilities within the Safeguarding/Risk Management framework and deliver this to a high level of competence. This includes Mental Capacity Act; Deprivation of Liberty Safeguards, Best Interest Assessments, and the protection of service users' financial resources and affairs where needed.

13. To be willing to train as a Best Interest Assessor and complete assessments as required, to take part in case conferences, reviews and meetings as appropriate including the High Risk Panel, ensuring that people who use services and their family/carers are supported in making a full contribution to the meetings.

14. To ensure statements for court and reports for case conferences, panels and reviews are prepared and presented to a high standard, within allocated timescales and evidence the involvement of adults, families and carers.

15. To respond to safeguards, risk management boards, complaints and routine enquiries and provide detailed and professional responses in accordance with relevant standards and time frames.

16. To ensure that people, including those who do not meet the Council's eligibility criteria, have access to information, advice, and signposting to universal and preventative services which promote their health and wellbeing.

17. To provide practice supervision and mentoring for students on placements and others including unqualified staff within the team, supporting their development with appropriate training.

18. To complete all necessary administrative procedures and maintain high standards of record keeping, ensuring that information is timely, accurate and complete and complies with statutory recording requirements.

19. To keep up to date and comply with corporate and directorate policies and procedures.

20. To develop and maintain strong relationships with specialists, support groups and networks to strengthen support available to service users and their families/carers.

21. To be an ambassador for Newham's vision for adult social care and the delivery of Newham Council's diversity and equalities strategy in all aspects of their work.

22. To contribute to developing an organisational culture which is positive, forward looking, results orientated and continually improving, and focused on business priorities and meeting individuals' needs.

23. To value and celebrate the diversity of the community and organisation through personal example, open commitment and clear action and promote equality of opportunity in service delivery.

24. To attend and contribute to one to one supervision and appraisal sessions with the Practice Manager or Team Manager, and ensure that they are informed of any circumstances requiring management oversight including issues around risk, mental capacity and safeguarding practices.

25. To undertake mandatory and other relevant training as required, including requirements for continued professional registration.

26. To work with other Social Workers, Social Care Officers and other staff across Adults to share skills, experience and knowledge to support policy developments and improve quality standards within the service area and across professional boundaries.

27. To ensure that health and safety policies and procedures are followed at all times.

28. This post is subject to the Mandatory COVID-19 vaccination requirements (unless medical exemption applies) Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 (the 2021 Regulations)

29. To carry out any other duties that are in line with the purpose and grade of the job.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY	
We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES	
Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: A clear understanding of relevant social care legislation and policies relating to adult user groups.	Application Form/Interview

Good understanding and demonstrable knowledge and experience of working in relation to safeguarding principles and issues, including risk assessment and choice and control. Understanding and commitment to service delivery which embraces the principles of personalisation, is culturally appropriate and responsive to the needs of all people, including the impact of social exclusion.	Application Form/Interview Application Form/Interview
QUALIFICATIONS: CQSW, DipSW, Social Work degree or other SWE recognised social work qualification. To be registered as a social worker with the SWE and to maintain registration throughout Newham's employment.	 Application Form/Documentation Application Form/Documentation
OTHER SPECIAL REQUIREMENTS: This post is subject to a DBS enhanced disclosure and ISA registration.	 Satisfactory clearance at conditional offer stage
COVID-19 VACCINATION OF PEOPLE WORKING/DEPLOYED IN CARE HOMES This post is subject to the Mandatory COVID-19 vaccination requirements (unless medical exemption applies) Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021 (the 2021 Regulations).	Application Form/Pre-employment screening
SKILLS AND ABILITIES: Experience of working with adults within a care environment.	 Application Form/Interview

Ability to carry out personalised assessments that clearly identify adults who are at risk or in need.	Application Form/Interview/Practical Assessment
Ability to construct, implement and review personalised support/care plans that deliver a positive outcome and best value.	Application Form/Interview/Practical Assessment
Willingness and ability to train as a Best Interest Assessor.	Application Form/Interview
Ability to make decisions, achieve success, create innovation and embrace change.	Application Form/Interview
Ability to work in partnership with customers, their families and with carers, and other providers including statutory and/or third sectors to deliver personalised services.	Interview/Practical Assessment
Ability to form appropriate professional relationships and boundaries with adults, carers and their families.	Application Form/Interview
Ability to cultivate relationships with external professionals and work effectively as part of a multi-disciplinary team.	Application Form/Interview
Ability to provide clear, accurate, and timely case recording and summaries, letters and reports, and the ability to present reports, including Court reports.	Interview/Practical Assessment
Good communication, influencing and networking skills with the ability to negotiate effectively and achieve desired outcomes.	Application Form/Interview
Ability to organise task and workload independently and meet timescales, demonstrate accountability and seek appropriate management oversight.	Application Form/Interview

To demonstrate continuing professional development, related to practice and contribute positively to the process of supervision and appraisal.	Application Form/Interview
Demonstrable IT skills and competence and transferable skills and the capacity to use them and undertake further training to harness their potential in supporting the work of the service.	Test
Demonstrable understanding of the requirements of the personalisation agenda and commitment to enablement and maximising independence.	Application Form/Interview
Ability to integrate an equalities, social inclusion and valuing diversities approach in service delivery.	Application Form/Interview