

Hertfordshire County Council Job Outline



JOB TITLE:	Social Worker / Senior Social Worker
GRADE:	H8-M1
REPORTS TO:	Team Manager / Deputy Team Manager
TEAMS:	Adult Disability Services & Older People Services
DEPARTMENT:	Adult Care Services

Purpose of the Job

(Taken from the role and function of Social Workers, The College of Social Work 2014)

Contributes effectively and professionally to the work of the Adult Disability Team and Older People Teams by providing appropriate responses to those in need of support and taking appropriate safeguarding action as and when required

Social Workers and Senior Social Workers will endorse and act in accordance with the principles of personalisation, ensuring that care and support are person-centred and as far as possible put the people with whom they work in control of their lives. In doing so they will carry out assessments of need, plan and deliver services and review outcomes with the individual, their personal networks and support providers

Working as a Social Work professional in your team or area, you will bring significant expertise to complex cases. At the Senior Social Worker level, individuals will also lead practice in line with the Professional Capabilities Framework and have knowledge and expertise in the Mental Capacity Act

All our Social Workers will ensure their practice is responsive, inclusive and community based with a clear focus on outcomes

More broadly they will support the delivery of the HCS vision to *the People of Hertfordshire so that they feel well informed about what's available to them so they can lead safe, happy and healthier lives in a way they choose. They feel valued and listened to, have independence and a range of positive things to do. We offer the best and most responsive services in the country. These are services our staff feel proud to deliver and would be pleased to receive*



MAIN AREAS OF RESPONSIBILITY

1. Responds to complex needs

Provides professional leadership in situations which are complex or ambiguous

Uses analytical skills to inform assessment, decision making and intervention, supporting others to do the same where appropriate

Completes support planning with service users to ensure that outcomes identified at assessment are met through the provision of support, equipment, adaptations and enabling programmes

Actively engages with, assists and provides advice to carers, conducting carers assessments when appropriate, to enable them to sustain their caring role

Senior Social Workers will also work in partnership with other organisations, community groups and community members in all settings to achieve positive outcomes for people and improved partnership working

2. Ensures effective safeguarding and risk management

Acts as the lead professional in safeguarding situations (both inter-agency and inter-professional situations)

Assesses and manages risk, knowing how to intervene proportionately and ensuring people are protected from harm; while protecting their human rights

Undertake proportionate assessment of vulnerable adults in accordance with current Adult Social Care legislation

Undertakes safeguarding investigations, providing expert knowledge of safeguarding processes, practice, policy and case law where appropriate. Seeks the direction of a manager dependent on experience

Engages with, assists and provides advice to carers, conducting carer's assessments to enable them to sustain their caring role

Social Workers will also case manage and undertake proportionate assessment and effectively risk manage varyingly complex situations, dependant on experience, with people who use our support and services. Understanding when to take positive risks within and agreed approach

3. Addresses adversity and social exclusion

Acts as the lead professional when an adult is at risk of social exclusion and assists people to deal with adverse circumstances such as: poor health, poverty, inadequate living conditions; as well as maximising the strength of individuals, their families and their communities

Actively promotes Equality and Diversity and challenges discrimination

4. **Promotes independence and autonomy**

Acts as the lead professional where a person is severely constrained by social or family circumstances and provides support to achieve a reasonable degree to independence and autonomy

Uses a person centred approach, developing creative and personalised solutions to assist people to manage their lives independently for as long as possible

Promotes independence and community wellbeing, choice and control within a personalisation framework and uses self-directed support flexibly

Senior Social Workers will also undertake preventative work to promote independence both with individuals and within wider project work at the Senior Social Work level

5. **Prevention and early intervention**

Acts as the lead professional when a person's health or capacity is deteriorating or likely to deteriorate without intervention and the alternative may be premature admission to institutional forms of care or a legal intervention by the state in the lives of a family

6. **Demonstrate HCC Values and Behaviours and Professional Standards**

Maximises efficiencies in care planning through consideration of charging systems and other funding streams

Carries out duties in a timely and responsive manner, in line with HCPC standards, the Professional Capability Framework and HCC's Values and Behaviours framework

Keeps and maintains accurate, up to date service user records, in line with professional requirements and departmental recording methods

Is an ambassador for the profession internally and externally

7. **Development of Self and Others**

Maintains accurate and up to date knowledge of resources through continual professional development, supervision and active engagement with local communities

Contributes to the learning and development of others

Takes responsibility for own professional development in line with Personal Development Plan, and performs at an appropriate level within the Professional Capability Framework

Undertakes specialist training as required to maintain and progress career within the organisation

Senior Social workers:

Mentors and supervises non-qualified and social workers, actively contributing to practice development and leads local peer group meetings

Undertakes specialist training as required to maintain and progress career within the organisation

Acts as a lead within the team on policy, procedure and practice and disseminate this to other team members using appropriate methods

Provides professional leadership in situations which are complex or ambiguous

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

LOCAL GOVERNMENT ASSOCIATION: STANDARDS FOR EMPLOYERS OF SOCIAL WORKERS AND SOCIAL CARE WORKERS (ENGLAND)

Hertfordshire County Council promote the Local Government Associations 'The Standards for Employers of Social Workers and Social Care Workers in England'

The purpose of the Standards is to sustain high quality outcomes for service users and their families/ carers/communities. The Standards for Employers are devised into three focal areas:

- *Enabling employers to provide a well led professional environment*
- *Enabling social work professionals to maintain their professionalism*
- *Enabling them to practice more effectively.*

SPECIAL REQUIREMENTS

As a requirement of this role the post holder will need to have a full UK Driving Licence. You will required to travel to visit clients in their homes and at other venues, and to attend meetings at sites other than own work base.

EQUALITY AND DIVERSITY

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on Hertfordshire.gov.uk, on the internal intranet or from your line manager.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

Person Specification

Social Worker H8-H9

	Essential Criteria	Desirable Criteria
Qualifications and CPD	<ul style="list-style-type: none"> • Social Work degree, social work diploma, CQSW or CSS • Registered with the Health and Care Professions Council (HCPC) 	<ul style="list-style-type: none"> • Evidence of ongoing Continuous Professional Development (CPD) • Completed the Assessed and Supported Year in Employment • Best Interest Assessor qualification • Approved Mental Health Professional • Practice Educator Qualification
Relevant Demonstrable Experience of:	<ul style="list-style-type: none"> • Working with vulnerable adults and or children within a health and social care setting • Involvement in multi-agency work • Working at the required level of the professional capabilities framework 	<ul style="list-style-type: none"> • Staff or student supervision • Applied knowledge of at least one of the following: Mental capacity Act; Mental Health Act; Care Management; Continuing Health Care, Care Programme Approach
Knowledge and understanding of:	<ul style="list-style-type: none"> • Adult Social care and legislation, strategies and guidance relevant to the post • Social work assessment, care management and safeguarding • Human rights legislation and how these laws protect the rights of adults • The integration agenda - working as part of a multi-disciplinary /agency team • The personalisation agenda - applying creative problem solving to maximise independence 	
Skills and Abilities	<ul style="list-style-type: none"> • Strong interpersonal communication skills, using different ways of communicating and impact of language • Strong IT skills; reporting, recording, written • Ability to assess and record eligible and non-eligible needs, drawing on evidence based practice to inform your response 	<ul style="list-style-type: none"> • Work within a scheme of delegated authority

	<ul style="list-style-type: none">• Risk management and positive risk taking	
Behaviours	<ul style="list-style-type: none">• Works within a defined Values and Behaviours Framework• Evidence of core HCPC values and behaviours– Standards of Proficiency for Social workers• Motivated, reliable, dependable, self-confident with an ability to work autonomously• Promotes independence and community based solutions	

Person Specification

Social Worker H9

	Essential Criteria	Desirable Criteria
Qualifications and CPD	<ul style="list-style-type: none"> • Social Work degree, social work diploma, CQSW or CSS • Registered with the Health and Care Professions Council (HCPC) • Relevant post qualifying 	<ul style="list-style-type: none"> • Evidence of ongoing Continuous Professional Development (CPD) • Completed the Assessed and Supported Year in Employment • Best Interest Assessor qualification • Approved Mental Health Professional • Practice Educator Qualification
Relevant Demonstrable Experience of:	<ul style="list-style-type: none"> • Works with vulnerable adults and or children within a health and social care setting • Involvement in multi-agency work • Applied knowledge of at least one of the following: Mental capacity Act; Mental Health Act; Care Management; Continuing Health Care, Care Programme Approach • Safeguarding processes and investigations • Working at the required level of the professional capabilities framework 	<ul style="list-style-type: none"> • Experience of Staff or Student supervision • Applied knowledge of more than one of the following: Mental capacity Act; Mental Health Act; Care Management; Continuing Health Care, Care Programme Approach
Knowledge and understanding of:	<ul style="list-style-type: none"> • Adult Social care and legislation, strategies and guidance relevant to the post • Social work assessment, care management and safeguarding • Human rights legislation and how these laws protect the rights of adults • The integration agenda - working as part of a multi-disciplinary /agency team • The personalisation agenda - applying creative problem solving to maximise independence 	

Skills and Abilities	<ul style="list-style-type: none"> • Strong interpersonal communication skills, using different ways of communicating and impact of language • Strong IT skills; reporting, recording, written • Ability to assess and record eligible and non-eligible needs, drawing on evidence based practice to inform your response • Keeps calm and focussed under pressurised and challenging circumstances • Risk management and positive risk taking 	<ul style="list-style-type: none"> • Work within a scheme of delegated authority • Mentors, coaches, supports and supervises other qualified care professionals to be accountable, proactive, innovative, autonomous and to enhance performance.
Behaviours	<ul style="list-style-type: none"> • Works within a defined Values and Behaviours Framework • Evidence of core HCPC values and behaviours– Standards of Proficiency for Social workers • Motivated, reliable, dependable, self-confident with an ability to work autonomously • Promotes independence and community based solutions 	

Person Specification

Senior Social Worker M1

	Essential Criteria	Desirable Criteria
Qualifications and CPD	<ul style="list-style-type: none"> • Qualified Social Worker registered with Health & Care Professions Council (HCPC) • Relevant specialist post qualifying and or post graduate training • Actively undertakes a specialist role e.g AMHP, Practice Educator, or equivalent, or agreement to undertake these roles within the first year • Works at the required level of the professional capabilities framework 	<ul style="list-style-type: none"> • Approved Mental Health Professional • Practice Educator Qualification • Best Interest Assessor practitioner • Evidence of CPD
Relevant Demonstrable Experience of:	<ul style="list-style-type: none"> • Works with vulnerable adults and or children within a health and social care setting • Involvement in multi-agency work • Experience of student supervision • Applied use of Social Care & Health Care legislation • Finding innovative solutions to meet identified needs of service users • Safeguarding processes and investigations • Reflecting on experiences to enhance and inform own practice and decision making 	<ul style="list-style-type: none"> • Applied use of at least one of the following of Mental capacity Act; Mental Health Act; care Management; Continuing Health Care, Care Programme Approach • Experience of Staff supervision & development planning • Chairing safeguarding investigations
Knowledge and applied understanding of:	<ul style="list-style-type: none"> • Adult Social care and legislation, strategies and guidance relevant to the post • Social work or assessment, care management and safeguarding • Human rights legislation and how these laws protect the rights of adults • The integration agenda - Working as part of a multi-disciplinary /multi-agency team • The personalisation agenda and applying creative problem solving to maximise independence 	<ul style="list-style-type: none"> • Works within a scheme of delegated authority
Skills & Abilities	<ul style="list-style-type: none"> • Exceptional interpersonal communication skills, using different ways of communicating and impact of language • Strong IT skills; reporting, recording, written • Ability to assess and record eligible and non-eligible needs, drawing on 	<ul style="list-style-type: none"> • Mentors, coaches, supports and supervises other qualified care professionals to be accountable, proactive, innovative, autonomous and

	<p>evidence based practice to inform your response</p> <ul style="list-style-type: none"> • Acts in a self-directed, proactive way to identify and develop opportunities ideas and innovation • Keeps calm and focussed under pressurised and challenging circumstances • Manages risks and positive risk taking 	<p>to enhance performance.</p> <ul style="list-style-type: none"> • Analytically interprets research, audits, case law and present to colleagues in an accessible way to inform practice. • Actively and creatively develops others' capabilities in line with service objectives and professional standards
Behaviours	<ul style="list-style-type: none"> • Works within a defined Values and Behaviours Framework • Evidence of core values and behaviours relevant to HCPC - Standards of Proficiency for Social workers • Motivated, reliable, dependable, self-confident with an ability to work autonomously • Promotes independence and community based solutions 	

