

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Social Worker	JEID	SW003
Salary Grade:	Grade K		
Team:	Physical Disability and Sensory Service (PDSS)		
Service Area:	Adult Social Care		
Primary Location:	Saltisford, Warwick or Kings House, Bedworth		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader / Operations Manager within the PDSS		
Responsible for:	Social Care service within the PDSS		

Role Purpose

To contribute to the work of the Physical Disability & Sensory Service by undertaking assessment and support planning with customers and carers under the guidance of Team Leaders to support customers and carers to identify their own needs and outcomes and implementing support plans which set out how these outcomes can be met. You will also be responsible for arranging services and liaising with other professionals, agencies, and providers as appropriate.

Role Responsibilities

Principal duties:

1. To undertake assessments in the customer's and/or carer's own home or by telephone.
2. To work with customers, their carers, family, and other appropriate people, to obtain relevant information for the purpose of assessing the individual's needs, determining outcomes, and taking into account the person's race, gender and background.
3. To develop and maintain an up to date knowledge and understanding of eligibility criteria, and ensure that customer's circumstances are matched against these criteria, under the support and guidance of the supervisor where appropriate.

4. To develop and maintain a knowledge, understanding and links with service providers in order to identify the best options available to meet individual assessed needs and outcomes.
5. To ensure all options are explored to meet customer/carer needs and ensuring an approach which incorporates best value and a creative approach to meet eligible needs and assessed outcomes.
6. To liaise with all interested agencies to ensure that service provision remains appropriate to the needs of the individual, taking into account the person's race, gender and background.
7. To be responsible for advising your line manager of any changes in circumstances or needs of the individual.
8. To arrange to formally monitor/review cases as required by Departmental procedures.
9. To participate in multi-disciplinary/agency working as and when appropriate
10. To maintain confidentiality in all aspects of work on behalf of the Department.
11. To undertake the above in accordance with Statutory legislation and Department Policies and procedures.
12. To complete and maintain accurate records using the departments database respecting customer confidentiality.
13. To be accountable to the Team Leader and to participate in regular supervision, training and team meetings.
14. To carry out any duties that the County Council shall from time to time determine, as required.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Social Care Professional – Level 3
-----------	------------------------------------

Main Tasks

- Provides a social work service, to a high professional standard, for individuals, families and groups in an anti-discriminatory manner.
- Practices social work accountably, within the prevailing legislative framework and Council policies and procedures, and under the supervision of the line manager.

- Manages a mixed case load, including a significant number of the more challenging cases that involve vulnerable people with complex problems.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Undertakes safeguarding investigations, with suitable supervision, attending planning meetings, case conferences and reviews as required and performs a key working role where appropriate.
- Ensures that all recording of social work activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager and contributes to the professional development of colleagues, for example, through mentoring, practice assessing and in being 'team champion' for specific areas of practice.
- Can be available to work within any of the Council's localities.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Personal Leadership - <i>Takes direct responsibility; is accountable for actions and understands how their role contributes to achieving the vision.</i>	
The ability to represent the local authority in a range of settings.	
The ability to act autonomously within agreed levels of accountability, seeking guidance from line managers when responding to significant circumstances or situations e.g. policy, budgetary and resource implications.	
The ability to work under significant pressure to meet deadlines which may be unpredictable, and deal with competing demands.	
The ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence to the social work profession	
Understands and keeps abreast of the complex climate in which we operate.	
Delivering Services - <i>Meeting expectations of role, working with resilience and integrity.</i>	
The ability to interpret and critically analyse varied and complete information or situations with a proposed solution or a plan of action.	
The ability to work professionally and flexibly with members of your team and the wider organisation	
Non-disabled applicants must be able to drive, have a full, valid driving licence and have a vehicle available for work. Disabled applicants must be able to drive in order	

to perform the functions of the role (with assistance where necessary)	
Serving Customers- <i>Takes positive action to understand customer needs and actively seeks feedback to inform service improvement within restraints of available resource</i>	
The ability to utilise a range of communication skills to engage and work with vulnerable people who may present with complex and challenging needs in order to meet desired outcomes.	
The ability to undertake assessment of a range of needs and situations, including those more complex, in developing appropriate plans in partnership with other people.	
Developing Self- <i>Takes responsibility to keep knowledge and skills up to date in line with service needs.</i>	
Professional SW Qualification and current registration as a Social Worker with Social Work England	
Completion of Assessed and Supported Year of Employment (ASYE)	
Completion of those aspects of Early Professional Development (EPD) programme (as defined in WCC Career Progression Framework) or equivalent.	
Evidence of ongoing commitment to continuous professional development of self and others as per Social Work England requirements and Professional Capabilities Framework. Specific commitment to meeting the requirements of Warwickshire's Social Work Career Pathway.	
The ability and resilience to manage the intense emotional demands that arise from working with vulnerable individuals and groups	
Managing Resources- <i>Uses resources effectively in line with policies and procedures to meet the changing needs of customers.</i>	
To be computer literate and operate a range of information technology systems in order to meet service need in relation to the social work role	
Role Specific.	
To be able to undertake the full range of responsibilities and duties as described within the main tasks for a Level 3 Social Worker.	

Desirable Criteria

Assessed By:

Excellent communication and interpersonal skills	
The ability to build good working relationships in difficult situations	
To be able to work effectively with customers who are experiencing complex and challenging situations	

--	--

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed about the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse

<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	