Job Description

For streamlined 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	SW002
Salary Grade:	Grade J		
Team:	You will work for the Older People's Service across Warwickshire, we have Teams based at Kings House in Bedworth, Saltisford in Warwick and at the Saltway Centre in Stratford. Although we will discuss with you which team you will be hosted by, if Service needs require it, you are be expected to work across the County and across Teams as needed.		
Service Area:	Adult Social Care		
Primary Location:	To be discussed as part of the interview as we are currently remote working due to the Pandemic.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	N/A		

Role Purpose

To work with Older People in their own homes within Warwickshire's varied and vibrant local communities, or in Accommodation with Support such as Extra Care Housing, Residential or Nursing Care across the County.

To focus on prevention, using strengths-based community led support approaches to maximise opportunities and outcomes.

To have creative conversations with people via technology such as the telephone and video calls or in venues where they feel most at ease, for example, community centres or churches, to help people identify their strengths, abilities and those of their carer's, families, friends and local community.

To hold both comfortable with uncomfortable conversations, at times having conversations that may be difficult for you, or those you are speaking with.

To support people to connect with others and with their local community to enhance their lives?

To bring brilliance to co-creating plans with individuals, their carer's, families and friends that enhance their strengths and help achieve their ambitions.

To work with computer systems, emails and technology to record and evidence the conversations you have had and also use a variety of different technology options to connect to people.

To move around Warwickshire efficiently to meet people where and when required.

To arrange outcome focused support with individuals and their carers once they have identified their own skills and have developed their own supportive networks.

To provide a social care perspective, within a multidisciplinary setting, to address the needs of those we work with.

To work as part of team, responding to incoming calls from citizens of Warwickshire and also work remotely and independently to meet deadlines and take responsibility and accountability for an allocated "case load."

To hold responsibility for a caseload which includes the most complex cases.

To work in line with Legislative requirements such as the Care Act 2014, within the boundaries of Confidentiality and Information Governance and within National Processes such as Continuing Health Care and the Hospital Discharge model.

Role Responsibilities

- Undertake strength based conversations and assessments in consultation with customers, carers and other professionals as partners in the care management process.
- Define, design and cost packages of support exhausting all individual strengths, informal networks, local community resources before using universal services, private and voluntary agencies in accordance with service criteria.
- Ensure that customers have robust contingency plans in place.
- To monitor, review and evaluate individual packages of support in conjunction with customers, carers and service providers.
- To participate fully in the duties of the team, including the duty/referral systems, team meetings and other meetings determined by the Team Leader and/or Operations Manager
- Maintain accurate and concise case records and produce reports on time, All recording uses the Mosaic recording system.
- Undertake all of the above in accordance with statutory and Directorate policies and procedures.
- Any other duties that the County Council shall from time to time determine.

- To ensure that health and safety responsibilities are carried out in accordance with the councils Health & Safety policy and procedures.

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 Worker- Level 2

Main Tasks

- To provide an outcome focussed social work service in line with Social Work England (SWE) Standards.
- To work within legislative frameworks and the local authorities' policies and procedures in providing a social work service.
- To take responsibility for planning and actively participating in supervision in order to ensure that Social Work Practice is underpinned by line manager accountability recognising the need for increased supervision to manage highly complex cases.
- Manages a varied caseload to support vulnerable people who meet the threshold for services, including those who have complex and/or challenging needs.
- To undertake a wide range of complex assessments of need/risk and devise support plans to meet identified outcomes, working in partnership with customer/service user, agencies and other networks.
- Identify, source and review the support and services provided to ensure this continues to meet eligible needs and identified outcomes.
- To maintain and facilitate professional working relationships with partner agencies and others for the delivery of services.
- Take a key worker role in responding to safeguarding vulnerable people with managerial oversight for strategy meetings conferences and reviews, where appropriate.
- Ensures that all recording of Social Work activity is carried out in accordance with policy and procedures with due regard to data protection.
- To take responsibility for own professional development in line with Social Work England requirements. Identify learning and development needs through supervision and appraisal, including expectations of the WCC Social Work Career Pathway. Contribute to the professional development of colleagues e.g. mentoring, coaching or where appropriate 'practice assessing'.
- To be able to respond flexibly to service need including working across the County and or in another "Team or Service" within the local authority.

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:
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.	A,I, D
The ability to interpret and critically analyse varied and complete information or situations with a proposed solution or a plan of action.	A,I,T
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	A,I,T
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.	A,I,T
The ability to represent the local authority in a range of settings. Understands and keeps abreast of the complex climate in which we operate.	A,I
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.	A,I
The ability to work under significant pressure to meet deadlines which may be unpredictable, and deal with competing demands.	A,I
The ability work professionally and flexibly with members of your team and the wider organisation.	A,I
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 travel in order to perform the functions of their role (with assistance where necessary). 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.	A,I

Ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence in the social work profession. Evidence of ongoing commitment to, post qualifying continuous professional development as per Social Work England requirements and TCSW Professional Capabilities framework. Specific commitment to meeting the requirements of Warwickshire's Social Work Career Pathway. To be able to undertake the full range of responsibilities and duties as prescribed within the main tasks for a level 2 Social Worker.	

Desirable Criteria

	Assessed By:
Experience of working with Older People using strength-based models	A,I
Experience of working with Mosaic	A,I
Confident when working with Continuing Health Care processes	A,I
Supporting and mentoring Social Work students	A,I
Flexible approach and "Can Do" attitude.	A,I

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 with regard to 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.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☒ **Any other frequent driving or prolonged driving at work activities (e.g. long**

	journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☒ Restricted postural change – prolonged sitting
☒ **Lone working on a regular basis**	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ **Significant use of computers (display screen equipment)**	☒ **Work with vulnerable children or vulnerable adults**
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ **Face-to-face contact with members of the public**
☐ Other (please specify):	