

Adult Social Services

Adult Social Services  
Social Worker (Level 1)

Integrated Health and Social Care team

Job Description and Person Specification

## Job Description

Job Title:	Social worker – Level 1
Department:	Adult Social Services
Function:	NELFT
Team:	Integrated Health and Social Care
Post number:	
Grade:	LBR7
Hours/weeks:	36
Base location:	Flexible across health and social care buildings within Redbridge
Reports to: <i>Job title</i>	Team Manager – Integrated Health and Social Care Team
Responsible for: <i>Job titles of direct reports</i>	will be responsible for the supervision of unqualified staff, trainees and work placement employees
Role purpose and role dimensions: <i>Overview of the job</i>	<p>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> <p>The primary purpose of this role is to:</p> <ul style="list-style-type: none"> <li>• Undertake assessments, care and support planning, reviews of people and carers with a range of needs, working within a multi-disciplinary framework.</li> <li>• Provide a person-centred, asset based interventions to enable people to optimise and maximise their abilities, by utilising a strengths based approach</li> <li>• Support people to maintain their independence, within their homes and by utilising support in the local community and their own personal networks.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Work collaboratively with health colleagues to ensure people are discharged from hospital within agreed timeframes and with appropriate support mechanisms in place.</li> <li>• Manages the allocation of resources required to maintain independence through the use of Personal Budgets.</li> <li>• Develop and maintain high professional standards, within your role and promote integrated working methods within the service</li> <li>• Provide and receive supervision and support from members of the team.</li> <li>• Promote effective communication within the team and with colleagues internal and external of the organisation.</li> <li>• Undertake risk assessments, employ positive risk taking strategies to mitigate identified risks</li> <li>•</li> <li>• Support the team to meet performance requirements and outcomes.</li> <li>• Promote and implement social care principles and practices within an integrated setting with health</li> <li>• Complete “Assessed and Supported Year in Employment” programme.</li> <li>•</li> <li>• Demonstrates ability to use analytic skills, using professional judgment to deliver holistic interventions. .</li> <li>• Takes responsibility for developing and maintaining professional standards.</li> <li>• 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.</li> <li>• Be responsible for the preparation for attendance at court and court of protection hearings.</li> <li>• Will mentor and provide supervision to unqualified staff</li> </ul>
Key external contacts: <i>Organisations</i>	Service users, Cares, voluntary sector providers, private sector providers, pharmacists, National health service , Carers organisations, independent advocacy organisations, professional regulatory bodies, own professional organisations
Key internal contacts: <i>Job titles or groups of staff</i>	Health and social care colleagues and professionals, housing, police, specialist support services
Financial dimensions: <i>Budgetary responsibility &amp; amount.</i>	N/A
Key areas for decision making:	N/A
Other considerations: <i>E.g. working patterns</i>	<ul style="list-style-type: none"> <li>• You may be required to work at any Council or Health site.</li> <li>• You will need to work alongside both health and social care policies and procedures.</li> <li>• To demonstrate a flexible approach in the delivery of work within the service area. Consequently, you may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.</li> <li>• Demonstrate ability to work in an agile manner within the service . repeats</li> <li>• Working within a flexible framework that may include weekend and evening working depending upon the needs of the service.</li> <li>• To be smart and presentable at all times in compliance with the current dress code.</li> <li>• Represents the team both locally and nationally as required.</li> </ul>

Key accountabilities and result areas:	Key elements:
<p>Ensure Information and Advice, Assessments, support planning and reviews are undertaken within the principles of the Care Act 2014.</p>	<p>This will involve</p> <ul style="list-style-type: none"> <li>• Manage and progress a caseload of an appropriate level of complexity with due regard to service standards, targets and timescales Be responsible for statutory duties in relation to all relevant legislation.</li> <li>• Carry out referral role within the team and take part in any service rotas as required.</li> <li>• Carry out assessment, care planning, reviews, provide information and advice and evaluate risk in partnership with service users and carers, where required putting in place appropriate intervention plans to protect vulnerable adults</li> <li>• Provide information and Advice to people in order to promote independence in the community</li> <li>• Support service users and carers to ensure support plans and reviews are outcome focused and asset based.</li> <li>• Actively identify advocacy services to empower people and Carers</li> </ul>
<p>Carry out statutory duties as prescribed by the Care Act, Mental Capacity Act, and undertake Best Interest Assessments.</p> <p>Carries our Safeguarding duties as required by the Council and Health policies and procedures</p> <p>Undertake risk assessments and put in place contingency plans to mitigate risks,</p> <p>Provide Early Interventions to prevent long term needs and to promote independence and choice</p> <p>Ensure assessments facilitate choice and promote independence by applying the principles of <b>"Personalisation"</b></p> <p>Work within the principles of integrated teams</p>	<ul style="list-style-type: none"> <li>• Clear understanding of The Mental Capacity Act and how it impacts upon practice</li> <li>• Undertakes mental capacity assessments and develop abilities to undertake Best Interest Assessments</li> <li>• Make autonomous decisions using the legal framework, in assessing under the Care Act and Mental Capacity Act,</li> <li>• Write court reports for the Court of Protection, magistrate and County Court in line with statutory duties. attend court to provide professional evidence as required.</li> <li>• Be responsible for Safeguarding issues following relevant policies and procedures and preparing for court hearings when required.</li> </ul> <ul style="list-style-type: none"> <li>• Develops clear risk assessments</li> <li>• Promote and participate in joint working with health professionals within the team to ensure best practice for the service user and carer.</li> <li>• Prevent, reduce and delay the need for long term services by assessing for reablement, minor pieces of equipment and adaptations in order to support people maintain their independence.</li> <li>• reviewing their effectiveness and teaching safe use of equipment to comply with relevant legislation, policy and guidelines on safe working practices</li> </ul> <p>When appropriate devise and monitor reablement plans</p> <ul style="list-style-type: none"> <li>• Support service users and carers to identify and purchase aids, assisted technology and adaptations to maximise their independence.</li> <li>• Provides care and support planning which promotes outcomes based on choice and independence.</li> <li>• Contribute to multi-disciplinary assessments and case conferences as required</li> <li>• Work collaboratively within an integrated team setting.</li> </ul>

<p>Apply expert knowledge and skills in the application of social care legislation, policies and procedures.</p> <p>Able to adhere to statutory requirements, policies and procedures of a health organisation</p>	<p>This will involve:</p> <p>Provide s expert guidance on the application of social care legislation, including the Care Act, Mental Capacity to the staff within an integrated team.</p> <p>Follows legal advice in the application of the social care legal framework, and prepares for court hearings when required.</p> <ul style="list-style-type: none"> <li>• provide support and advice for service users and carers with a wide range of conditions and needs</li> <li>• Provide clear information and advice to service users and carers.</li> <li>• Ensure all elements and deployment options of Personal Budgets are fully explored with the service user and carer.</li> <li>• As able to work within a legal, Social Care Framework and put in effect relevant policies and procedures</li> <li>• Work within an integrated team to contribute to the learning, knowledge and development of other professionals and disciplines</li> <li>• Produce written and verbal reports which are concise, informative as required</li> <li>• Carry out statutory obligations in accordance with departmental policy and professional practice</li> <li>•</li> </ul>
<p>Contribute to maintaining quality standards, and ensure self and staff development is maintained</p>	<p>This will involve:</p> <ul style="list-style-type: none"> <li>• Manage and progress cases of an appropriate level of complexity with due regard to service standards, targets and timescales</li> <li>• Provide guidance, support and advice to other health and social care staff.</li> <li>• Maintain professional standards in accordance with the Health and care Professions Council standards of proficiency for social workers.</li> <li>• <b>Maintain high standards of record keeping on the Council's electronic systems, ensuring</b> that all information is timely, accurate and complete to ensure the service meets all statutory recording requirements</li> <li>• Participate in investigating safeguarding concerns as appropriate and in accordance with departmental requirements</li> <li>• Raise and address issues of poor or unsafe practice through organisational channels</li> <li>• Maintain accurate, up to date records of own cases, ensuring systems in place are utilised and maintained, data is recorded in a timely manner and accurately.</li> <li>• Promoting an integrated approach and multi-disciplinary working</li> <li>• Contribute to the development of other staff, sharing knowledge and skills as appropriate</li> </ul>
<p>Ensure an equitable person centred approach</p>	<p>This will involve:</p> <ul style="list-style-type: none"> <li>• Ensure assessments are outcome focused, asset based and compliant with the Care Act requirements.</li> <li>• Listen to and respond to service users in a way that demonstrates courtesy, respect and understanding of their individual needs</li> <li>• Maintain clear communication with service users concerning expectations and progress</li> <li>• Take responsibility for resolving customer queries and responding to requests within service standards/timeframes</li> <li>• Actively seek and act upon customer feedback positively by making changes to practice in order to improve service delivery for service users.</li> <li>• Through using the wide range of tools and options available, support service users to develop their own support plans using a person-centred approach to determine their goals, aims and objectives and to explore creative ways of meeting their needs</li> </ul>
<p>General accountabilities and responsibilities</p>	

Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> <li>Seeking opportunities for contributing to sustainable development of the borough, in accordance with <b>the Council's commitment to making Redbridge a cleaner, greener place to live</b>. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.</li> </ul>
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> <li>Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.</li> <li>Complying with the Code of Conduct, other practice guidelines and the rules <b>and protocols defining employees' access to and use of the Council's databases and systems</b>. Any breaches could result in disciplinary measures.</li> <li>Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.</li> </ul>
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> <li>Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.</li> </ul>
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.</li> </ul>
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> <li><b>Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people</b>. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.</li> </ul>
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> <li>Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.</li> </ul>
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> <li>Being responsible for your own Health &amp; Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</li> </ul>
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> <li>Taking responsibility for continuing self-development and participating in training and development activities.</li> <li>Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>Supporting and contributing to value for money, service efficiencies and improvements.</li> </ul>
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> <li>The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your grading level and competence.</li> </ul>

## Health and Care Professions Council (HCPC) Standards of Proficiency for Social Workers in England

The Health and Care Professions Council (HCPC) has published its *Standards of Proficiency for Social Workers in England*, which set out what practitioners should know, understand and be able to do in order to register with the HCPC, maintain registration and practice as a Social Worker. There are 15 Standards (all with sub-sections) which are listed below.

Social Workers must:

- Be able to practice safely and effectively within their scope of practice.
- Be able to practice within the legal and ethical boundaries of their profession.
- Be able to maintain fitness to practice.
- Be able to practice as an autonomous professional, exercising their own professional judgment.
- Be aware of the impact of culture, equality and diversity on practice.
- Be able to practice in a non-discriminatory manner.
- Be able to maintain confidentiality.
- Be able to communicate effectively.
- Be able to work appropriately with others.
- Be able to maintain records appropriately.
- Be able to reflect on and review practice.
- Be able to assure the quality of their practice.
- Understand the key concepts of the knowledge base relevant to their profession.
- Be able to draw on appropriate knowledge and skills to inform practice.
- Be able to establish and maintain a safe practice environment.

Once registered with the HCPC, Social Workers will be required to meet the standards relevant to their area of practice. They will also have to meet the HCPC's standards of conduct, performance and ethics.

The Standards of Proficiency will be subject to on-going review by the HCPC and updates to ensure they continue to develop and change with the social work profession. The Standards have also been designed to complement the Professional Capabilities Framework (PCF), which is overseen by the College of Social Work and sets out the key capabilities expected of Social Workers as they develop throughout their career.





Minimum competencies: Customer focus	<ul style="list-style-type: none"> <li>• Commitment to empowering service users and their carers to achieve maximum independence and achieving identified outcomes.</li> <li>• Ability to negotiate on behalf of service users.</li> <li>• Ensure outcome focused, asset based approach is used in work with service users and carers.</li> <li>• To work within a Reablement and prevention model</li> </ul>	A I A I A I A I	3 3 3 3
Communicating and influencing	<ul style="list-style-type: none"> <li>• Use effective communication skills, both verbal and written</li> <li>• Use recording and reporting procedures, including the use of information and communication technology, to produce records and reports</li> <li>• Use professional assertiveness to justify decisions and uphold professional social care practice, values and ethics</li> <li>• To provide appropriate signposting, information and advice to service users and carers</li> </ul>	A I A A I A I	3 3 3 3
Building relationships, working together and in partnership	<ul style="list-style-type: none"> <li>• Ability to develop effective working practices within the team and with a range of service providers from both statutory, health and voluntary agencies.</li> <li>• Provides professional expertise at a range of meetings A/I - 2</li> <li>• Shares knowledge and skills with colleagues as appropriate.-3</li> </ul>	A I	3
Respecting & implementing diversity	<ul style="list-style-type: none"> <li>• Knowledge of the issues surrounding service provision in a diverse environment and a determination to promote equality in policy and practice.</li> <li>• Commitment to diversity issues in both service provision and employment practices.</li> </ul>	A I A I	3 -2 3
Planning, organising & achieving results	<ul style="list-style-type: none"> <li>• Ability to prioritise and plan to make best use of resources</li> <li>• Receives and participates in regular supervision, performance reviews and appraisals.</li> </ul>	A I T	3-2
Embracing change	<ul style="list-style-type: none"> <li>• Demonstrate flexible thinking, openness of mind and readiness for change</li> <li>• Critically reflects upon own practice and performance using supervision and support systems -3</li> <li>• Work with colleagues to improve services-3</li> <li>• Willingness to undertake further learning and development - opportunities as agreed with your supervisor and in line with the service model.-3</li> </ul>	I T	3
<i>For those with managerial responsibility</i> Leadership	N/A		
Managing and developing people	<ul style="list-style-type: none"> <li>• To support the development of unqualified health and social care colleagues.</li> <li>• Supervise unqualified staff and students.</li> </ul>	A I A/I	3 3

Special conditions:	<ul style="list-style-type: none"> <li>• Demonstrate a sound knowledge of specialist equipment, adaptations and rehabilitative techniques and how they can meet the needs of service users and carers</li> <li>• To demonstrate an understanding of a commitment to <b>Redbridge's</b> Equal Opportunities Policy in both service delivery to the community in relationships with colleagues and in employment practices.</li> <li>• You may be required to work outside normal office hours on occasions</li> </ul>	A/I  A/I  A/I	3-2  3  3
Signature of Employee:	Name:	Date:	