**JOB DESCRIPTION**

CHILDREN SERVICES DEPARTMENT

**JOB TITLE:** SOCIAL WORKER

**DIVISION:** CHILDREN SERVICES

**GRADE:** BAND 10-12

**RESPONSIBLE TO:** TEAM MANAGER

**POST REFERENCE NO:** SR-102105

**Purpose of Post**

1. To provide an effective and co-ordinated care management service provision to adult service users and there carers. Promote independence and participation in the local community.

2. All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department's work.

**Key Relationships**

All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

* Line Manager and Assistant Team Manager
* Heads of Business Units/Services
* Team Managers and Principal Practitioners – Care Management Teams

Additional relationships for this post will be:-

* Information Systems Team
* Social Work Teams
* Integrated Care Teams
* Children’s Safe Guarding Teams
* Early Help Teams
* User Property Finance Teams
* Team Clerks of Interdepartmental Teams
* Other Agency Contacts, ie Health, Voluntary Sector, Independent Sector
* Other Departments within Child & Adult Services and Hartlepool Borough Council
* Carers
* Members of the public
* Schools

**Main Duties and Responsibilities**

1. To support and be instrumental in developing and maintain a multi-disciplinary service to the community of Hartlepool. Promoting a culture of collective responsibility and problem solving.

2. To participate in the development of progressing the national and local agenda, including Best Practice standards; Social Services Department for Adults.

3. To participate in the development and implementation of a business plan for people with learning disabilities.

4. To assist in the management of the resources of the team including work allocation and quality management, budget control and the provision of supervision and appraisal, (including planning, arranging and where appropriate the provision of training and development activity) to team members and others.

5. To foster and promote multi agency partnership working amongst the voluntary and statuary/non statuary sector strengthening the care management process, to improve outcomes for people with a learning disabilities and their families and carers.

6. To ensure that working procedures and practices in relation to Care Management, Community Development and service provision comply with the Council’s statutory duties, functions, policies and procedural guidelines.

7. To ensure that services are delivered in line with the action plan identified in the business plan.

8. To ensure that the organisations key strategic plans and objectives are translated and reflected in the working practices.

9 To advise the Team Manager on any issues, changes or constraints which require attention to improve the effectiveness of services.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: July 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**