**Job Description**

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| **Job title** | Social Worker |
| **Grade** | Grade 6 - 8 |
| **Service/Team** | Adult Services |
| **Main purpose of job** | To manage a variety of work from simple cases to those that are more complex, presenting higher risk to maintain or improve the wellbeing of vulnerable clients.  To carry out assessments of Adults in Need and Adults in need of Protection within the current legislation and guidance.  To progress plans in order to achieve best outcomes for the above Adults.  To undertake direct work with Adults, their families and informal networks.  To work in accordance with the policies of the Council and Sunderland Safeguarding Board. |
| **Key responsibilities** | To use active listening, observation and communication to build relationships with adults, their families and informal support networks.  To understand and analyse the needs of adults, their families and informal networks by gathering information through direct work with them.  To understand and correctly assess levels of need in order to formulate Care and Support Plans with clearly measurable outcomes.  To identify and assess complexity and seriousness through investigation and analysis of information within Adult’s services procedures.  To ensure that practice is informed by evidence and theory.  To understand the roles and accountabilities of other professionals in order to ensure the appropriate services are provided to meet identified needs.  To share skills and knowledge to build capacity with other professionals across all agencies to identify gaps in provision.  To evaluate own practice and identify need for professional support and development.  To be open to engage in peer support and challenge. |
| **Key tasks** | To monitor and review information held on Adults Information Systems and data bases or case files whilst respecting confidentiality guidelines.    To keep appropriate records that describe and support analysis of the adults experience, clearly identifying the adults voice and demonstrate any decision making rationale.  To obtain data and monitor cases in line with specified guidelines.  To co-ordinate and liaise with external agencies or bodies on routine issues.  To provide advice, and guidance and support to clients and colleagues, vulnerable adults, children and their families to support them in making choices and in navigating their way through systems.  To report comprehensive and accurate information and observations to line management for their consideration and further instruction.  To prepare and present reports of a statutory and non – statutory nature.  Undertake such other duties and responsibilities commensurate with grading and nature of the post. |
| **Other duties/specific policies e.g. DBS** | To work within the Care Act 14.  The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |