

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Social Services	
JOB TITLE: Social Worker			
GRADE: J - M			
REPORTING TO: Team Manager			
1.	JOB SUMMARY: To provide a Social Work service to residents who are ordinary residents of Stockton. This will include both those with needs identified and their carers. This post will initially be in the Assessment & Support Planning team based at Queensway House, Billingham.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To provide a Social Work service to people within in the Borough of Stockton aged 18 and upwards with eligible care needs under the Care Act 2014 via The assessment and support planning team.	
	2.	To undertake comprehensive assessments of need in conjunction with appropriate staff from other teams and/or agencies in accordance with agreed policies, procedures and guidelines.	
	3.	To undertake and participate in risk assessments and risk management plans and refer to statutory agencies as appropriate, for example: Child Protection, Public Protection and Vulnerable Adults.	
	4.	To promote a personalised approach to support building on the persons wishes and desires.	
	5.	To devise support plans to meet the assessed needs utilising the resources in the local community and the resources available to the individual.	
	6	To commission an appropriate package of care based upon the overall assessment need with agreed policies and budgetary provision.	
	7	To identify and feed back to the Team Manager any service provision developments.	
	8	To ensure re-assessment of need is undertaken within agreed time scales and to determine appropriate continuing support and/or withdrawal of service, as necessary.	
	9	When appropriate, to undertake carer's assessments and to assist the carer in completing a support plan to meet their needs.	

	10	To implement, monitor and review the care and support plan.
	11	To record information to agreed standards.
	12	To undertake other statutory duties as required e.g. Mental Health Review Tribunals, Manager's Reports, attending court.
	13	In respect of operational case management, the post holder will participate fully in supervision, appraisal and professional training in order to facilitate continuous improvement in both service quality and employee development and performance.
	14	To ensure that professional standards are maintained in full compliance with statutory responsibilities, policies, procedures and associated guidance.
	15	To carry out the role of practice educator for social work students and to support a student on placement at a minimum of once every two years.
	16	To be flexible and respond to the needs of the service.
	17	To work with the Team Manager, Senior Practitioner and other Professionals within the wider Community to plan, prepare and implement relevant training packages, e.g. Health Promotion.
	18	To undertake duty worker role as part of a rota.
	19	To undertake duties of an Approved Mental Health Professional (AMHP) or a Best Interests Assessor (BIA) and to participate in the AMHP/BIA duty rota as directed.
	20	Other duties and responsibilities as directed by the Team Manager in line with the nature and grade of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Heather Glitherow		21/10/20
Job Description agreed by: (Post holder)

Job Description dated xx 2018



PERSON SPECIFICATION

Job Title/Grade	Social Worker	Grade J - M
Directorate / Service Area	Adults and Health	Social Services
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	A recognised Social Work Qualification e.g. CQSW, CSS, DipSW.(Level J-M)	Practice Educator (Level K/L) Approved Mental Health Professional.(Level L) Best Interests Assessor (level L)	Application form
Experience	Evidence of practical experience with service users.(Level J-M) Understand lines of accountability.(Level J-M)		Application / Interview

<p>Knowledge & Skills</p>	<p>Working knowledge of the Care Act (Level J-M)</p> <p>Working knowledge of the Mental Health Act.(Level L-M)</p> <p>Working knowledge of the Mental Capacity Act(Level J-M)</p> <p>Understanding of Departmental Policies and Procedures, including the Equal Opportunity Policy(LevelJ-M)</p> <p>Able to acquire and implement relevant knowledge.(Level J-M)</p> <p>Effective interpersonal skills (written and verbal)(Level J-M)</p> <p>Report writing skills and experience (Level K-M)</p> <p>Effective organisational skills (Level J-M)</p> <p>Able to work as a member of a team.(Level J-M)</p> <p>Able to liaise effectively with external agencies(Level J-M)</p> <p>Able to respond to regular supervision and support. (Level J-M)</p> <p>Be able to work in a person-centred way ensuring that the person's wishes and</p>	<p>The potential to develop new skills (level J-M)</p>	
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	views are taken into consideration (Level J-M)		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement(Level J-M)		Application / Interview
Other requirements	Flexible and honest (Level J-M) The ability to travel independently throughout the Borough of Stockton (Level J-M)	Interest in evidence-based practice (level J-M)	Application / Interview

Person Specification dated

Oct 2020