



## PEOPLE GROUP – ADULT SOCIAL CARE

### JOB DESCRIPTION

#### **POST TITLE:**

**SOCIAL WORKER**

#### **PAY BAND:**

Band 9 (newly qualified and early career)  
Band 10 (main grade including Best Interest Assessor)

Subject to progression scheme in operation within the Council

#### **JOB EVALUATION NO.**

Band 9 – E3330  
Band 10 – E3331

#### **REPORTING RELATIONSHIP:**

Team Manager

#### **JOB PURPOSE:**

Depending on team specialism, to work with individuals to complete (1) assessments, ensuring eligible needs are met, monitored and reviewed through a process of coordinated support planning in line with policy, procedure and legislation (2) initial enquiries in relation to safeguarding adults concerns in accordance with the Multi Agency Safeguarding Adults Policy and Procedures and relevant legislative requirements.  
To ensure effective identification and management of risk whilst promoting independence and well-being

#### **PDR COMPETENCY FRAMEWORK**

Level 1, Expected Competencies for all employees

### MAIN DUTIES/RESPONSIBILITIES

#### **Band 9:**

1. To carry out assessments of need with individuals and their carers utilising a person-centred approach to identify eligible needs whilst ensuring a positive approach to risk which underpins practice and decision making. To ensure all assessments are of a high standard and conducted in accordance with national and local requirements.
2. To identify, in conjunction with individuals and/or their carers, the most appropriate ways of achieving outcomes identified through the assessment process and to promote independence and well-being through the use of universal, targeted and specialist services as appropriate.

3. Work with individuals, families, carers and communities to help them make informed decisions, enabling them to clarify and express their needs and contribute to service planning.
4. Develop and maintain effective relationships with individuals, their families and carers: provide advice and support: promote independence and early intervention, as necessary; and ensure they have access to appropriate representation including advocacy, IMCA, IMHA where appropriate.

**Band 10:**

To carry out the duties of Band 9 plus:

5. To work with individuals with an increasing level of complexity of need, risk, uncertainty and challenge.
6. Develop expertise in one or more areas of practice and provide peer advice to other Social Workers in relation to their cases.
7. Supervise students, trainees, less experienced professional team members, support staff or volunteers.
8. May undertake Best Interest assessments if suitably qualified and a requirement of the team specialism.

**General:**

9. Develop relationships with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and support planning activities and ensure effective partnership working takes place promoting positive outcomes for individuals.
10. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.
11. Participate in programmes of training and associated work experience for social work progression.
12. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
13. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
14. Carry out your role in line with the Council's Equality agenda.
15. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
16. Any other duties of a similar nature related to this post that may be required from time-to-time.

17. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
18. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
19. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee may be subject to rechecking as required from time to time by the Council.

**Last revised: September 2021**

**PERSON SPECIFICATION****PEOPLE GROUP – ADULT SOCIAL CARE****SOCIAL WORKER**

All appointments are subject to satisfactory references.

| <b>Criteria No.</b> | <b>Attribute</b>   | <b>Essential (E)</b>            | <b>Desirable (D)</b> |
|---------------------|--|---------------------------------|----------------------|
|                     | <b>Qualifications &amp; Education</b>  |                                 |                      |
| <b>1</b>            | Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)   | <b>E</b>                        |                      |
| <b>2</b>            | [Band 10 only] Successful completion of Assessed and Supported Year in Employment (ASYE)(if applicable) and evidence of CPD in core areas of practice which reflect the needs of clients   | <b>E</b>                        |                      |
| <b>3</b>            | [Band 10 only] BIA Qualification   | <b>E or D</b> depending on need |                      |
|                     | <b>Experience &amp; Knowledge</b>  |                                 |                      |
| <b>4</b>            | Experience of working with vulnerable adults, families, carers and communities (Band 10 requires approx. 6-12 months relevant post ASYE experience including undertaking assessment of capacity to make decisions and best interest)   | <b>E</b>                        |                      |
| <b>5</b>            | Knowledge of the organisation and structures in Social Care Services.  | <b>E</b>                        |                      |
| <b>6</b>            | Knowledge of the relevant current legislation such as: <ul style="list-style-type: none"> <li>Care Act 2014</li> <li>Mental Capacity Act &amp; Mental Health Act and the Deprivation of Liberty Safeguards</li> <li>Person Centred Approaches</li> <li>Safeguarding</li> <li>And other pertinent legislation.</li> </ul> [Band 10 requires working knowledge of legislation] | <b>E</b>                        |                      |
| <b>7</b>            | Knowledge and experience of <ul style="list-style-type: none"> <li>Undertaking assessments / risk assessment.</li> <li>Support planning and purchasing.</li> <li>Monitoring and Review</li> <li>Report writing and Court work</li> </ul>   | <b>E</b>                        |                      |
| <b>8</b>            | Understanding of the needs of the specific individual groups   | <b>E</b>                        |                      |
| <b>9</b>            | Experience of attendance at Case Conferences, Reviews, Core Groups, Planning Meetings, safeguarding strategy meetings  | <b>E</b>                        |                      |
| <b>10</b>           | Awareness of the single assessment process.  |                                 | <b>D</b>             |
| <b>11</b>           | Experience of interpreting legislation, policy or procedures to give recommendations and advice  | <b>E</b>                        |                      |
| <b>12</b>           | Knowledge of therapeutic interventions.  |                                 | <b>D</b>             |
| <b>13</b>           | Experience of working in a multi-disciplinary environment.   |                                 | <b>D</b>             |

|           |  |          |          |
|-----------|--|----------|----------|
| <b>14</b> | Knowledge of risk assessment package tools.  |          | <b>D</b> |
| <b>15</b> | Experience of Group work   |          | <b>D</b> |
| <b>16</b> | Experience of Co-working cases and providing peer support.   |          | <b>D</b> |
| <b>17</b> | Demonstrate ability to relate theory to practice and utilise knowledge of eligibility criteria and threshold of need to inform practice decisions.                               |          | <b>D</b> |
|           | <b>Skills</b>  |          |          |
| <b>18</b> | Ability to form good working relationships with users of the service and other agency personnel, etc.  | <b>E</b> |          |
| <b>19</b> | Ability to organise and prioritise own work with minimum supervision and achieve deadlines.  | <b>E</b> |          |
| <b>20</b> | Ability to analyse and interpret data gathered during the assessment process.  | <b>E</b> |          |
| <b>21</b> | Ability to communicate both verbally and in writing to a wide range of audiences   | <b>E</b> |          |
| <b>22</b> | Ability to use different interviewing techniques.  | <b>E</b> |          |
| <b>23</b> | Liaison and Networking Skills.   | <b>E</b> |          |
| <b>24</b> | IT literate, capable of using MS Word/Excel and Office packages.   | <b>E</b> |          |
| <b>25</b> | Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager  | <b>E</b> |          |
| <b>26</b> | [Band 10] Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others   | <b>E</b> |          |
| <b>27</b> | [Band 10] Ability to undertake complex assessments and write detailed reports with skill and understanding.  | <b>E</b> |          |
| <b>28</b> | [Band 10] Ability to monitor understanding of others, develop approach and take corrective action if required  | <b>E</b> |          |
|           | <b>Personal Attributes</b>   |          |          |
| <b>29</b> | Ability to use the opportunities at formal supervision effectively and work as a team member.  | <b>E</b> |          |
| <b>30</b> | Ability to work closely with other colleagues and to do joint assessments.   | <b>E</b> |          |
| <b>31</b> | Ability to be sensitive to and to work in an anti-discriminatory way with all service users and colleagues.  | <b>E</b> |          |
| <b>32</b> | Commitment to excellence in public services.   | <b>E</b> |          |
| <b>33</b> | Commitment to user and carer involvement.  | <b>E</b> |          |
|           | <b>Special Requirements</b>  |          |          |
| <b>34</b> | Registered with Social Work England  | <b>E</b> |          |
| <b>35</b> | Enhanced DBS check required (depending on team specialism, will also require Adults Barred list check OR Child and Adult Barred List check plus re-checking in line with policy) | <b>E</b> |          |
| <b>36</b> | Flexible approach to working arrangements and ability to work outside of normal office hours.  | <b>E</b> |          |
| <b>37</b> | The ability to access reliable transport to carry out the travel requirements of the post  | <b>E</b> |          |
| <b>38</b> | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.  | <b>E</b> |          |
| <b>39</b> | The ability to communicate at ease with customers and provide advice in accurate spoken English  | <b>E</b> |          |



### Known Risks Referral Form Occupational Health (OH)

Potential known risks to employees' health are detailed on this form together with explanatory notes overleaf. These risks have been assessed in respect of the job role by taking into consideration the explanatory notes and by reference to any task-based risk assessments which should have already identified hazards where health surveillance is required. Where identified, risks may be reduced with the assistance of the OH Surveillance Programme.

The job description and associated known risks identified below are sent to OH for assessment either as part of the pre-employment checks in the event of a new starter to the organisation, or where risks change as a result of a job, environment or any other change which affects the potential risk. Thorough completion of the document is essential to enable the OH Advisor to make an informed judgement on future actions. If you have any queries about how to complete this form, please contact OH on 01325 406377.

| In the course of their work this employee;  | YES / NO  |
|---|---|
| <b>A) Is likely to be exposed to asbestos</b>   | N   |
| <b>B) May be exposed to lead or lead based products</b>   | N   |
| <b>C) Is at risk from noise that might affect their health</b>  | N   |
| <b>D) Will be exposed to vibration likely to be above the exposure action level.</b>                                    | N   |
| <b>Will be exposed to vibration below the exposure action level.</b>  | N   |
| <b>E) May require a health assessment for night work</b>  | N   |
| <b>F) Is exposed to hazardous substances as detailed overleaf</b>   | N   |
| <b>G) Is required to drive a Council vehicle</b>  | N   |
| <b>Is required to drive their own vehicle for Council business</b>  | Yes*  |
| <b>Is required to drive a HGV / LGV / PCV / FLT or similar</b>  | N   |
| <b>H) Is required to work in a confined space where specialist equipment or breathing apparatus is needed</b>           | N   |
| <b>I) Is required to operate any construction plant</b>   | N   |
| <b>J) Is required to be responsible for / work with vulnerable clients</b>  | Yes   |
| <b>K) Is at risk of needle stick injury, bites, exposure to faeces or sewage.</b>                                       | N   |
| <b>Is at risk of contracting infectious disease through direct or indirect contact with clients.</b>                    | This role requires the post holder to visit uncontrolled environments e.g. client homes, care homes, hospital etc |
| <b>L) Will handle food</b>  | N   |
| <b>Other – Please specify - *job requirement is 'access reliable transport' – if driving, then will use own vehicle</b> |   |

*Form Created: October 2018, Form Reviewed: June 2021, Form Review: June 2022*

### **Explanatory Notes**

#### **A) ASBESTOS**

Employees liable to be exposed to asbestos must be under suitable medical surveillance by HSE appointed doctor. This is mainly aimed at employees who are required to work with asbestos. The medical will alert employees to any problems in relation to the wearing of respirators and provide an indication of any diseases that may stop them from working with asbestos.

#### **B) LEAD**

Employees liable to be exposed to lead must be under suitable medical surveillance where:

- The exposure to lead is likely to be significant;
- Blood lead concentration is measured and equals or exceeds levels detailed in the regulations;
- A HSE appointed doctor certifies that the employee should be under medical surveillance and time interval between medicals.

#### **C) NOISE**

Health surveillance hearing checks must be provided for employees who are likely to be regularly exposed above the upper exposure action values, or at risk for any reason e.g. they already suffer from hearing loss or are particularly sensitive to damage.

Ideally health surveillance should start before people are exposed to the noise (i.e. new starters or those changing jobs) to give a baseline. It can, however, be introduced at any time. Health checks are annual for the first two years of employment then at 3 yearly intervals (which may need to be more frequent if hearing problems are detected or where risk of hearing damage is high)

#### **D) VIBRATION**

Health Surveillance should be provided for vibration exposed employees who:

- Are likely to be exposed above the action value of  $2.5\text{m/s}^2$  (A8) or 100 points;
- Are likely to be regularly exposed to whole body vibration above the action value of  $0.5\text{m/s}^2$  A(8) or 100 points;
- Are likely to be exposed occasionally above the action value and where the risk assessment identifies that the frequency and severity of exposure may pose a risk to health; or
- Have a diagnosis of HAVS or long term back pain (even when exposed below the action value)

*If any of the above applies to your employee please mark yes in the first 'vibration' statement overleaf.*

- If an employee will be exposed to vibration below the action value they must be assessed by Occupational Health to establish a baseline and identify any existing health conditions that may affect their ability to work with any vibration.

*If this applies to your employee please mark yes in the second 'vibration' statement overleaf.*

#### **E) NIGHT WORK**

Employees are offered a health assessment before commencing night work. This assessment takes account of any existing medical condition or ongoing medical treatment which may affect whether the individual is suitable for night work.

#### **F) COSHH**

Breathing in certain dusts, gases, fumes and vapours in the workplace can cause serious, long-term lung damage and disease including asbestosis; silicosis; chronic obstructive pulmonary disease (COPD); asthma; emphysema; sensitisation and lung cancer. Anyone exposed to sensitisers, dust, and fumes must be referred for a health surveillance assessment.

Contact with certain substances can cause severe dermatitis; skin irritation; depigmentation; sensitisation; skin cancer or oil acne.

Refer to COSHH assessments to identify where high risk substances have been identified and the Material Safety Data Sheet states that health surveillance is necessary; if these substances cannot be substituted for less hazardous ones then employees must be referred for health surveillance.

#### **G) DRIVERS**

Standard/Rec/Job Description Employees

*Driving Council Vehicles* - Occupational health assessments are carried out on employees required to drive Council Vehicles in line with FTA / DVSA requirements including recording of driving licence number, endorsements and declaration from employee on HR on-line annually. Declaration includes details of eye sight, medication and driving hours outside of employment at DBC.

*Driving of Own Vehicle on Council Business* - Managers are required to ensure recording of employees driving licence number, endorsements and declaration including eye sight, medication and driving hours outside of employment at DBC on HR on-line annually.

*HGV/LGV/PCV drivers and operators of FORKLIFT TRUCKS* - Occupational health assessments are carried out on employees required to drive Large Goods Vehicles or Passenger Carrying Vehicles as defined in the Road Traffic Act 1988. Medicals are carried out on employees who operate Fork Lift Trucks as recommended in the code of practice HSG6.

#### **H) CONFINED SPACES**

Where an individual will be required to work in confined spaces or unusual environmental conditions and is required to use respiratory or other specialised equipment.

#### **I) CONSTRUCTION PLANT**

A requirement to operate any construction plant i.e. Telehandler, Tower Crane, Dumper, Excavator etc.

#### **J) VULNERABLE CLIENT GROUPS**

This would include all job roles which involve working with and being responsible for vulnerable groups such as children, elderly people and people with learning or behavioural difficulties. This includes job roles such as a Teacher, Teaching Assistant, and Social Worker.

#### **K) COMMUNICABLE DISEASES**

Exposure to potential blood borne virus or infectious diseases, where risk assessments have identified a significant risk.

- Injuries, such as a needle stick injury from a discarded used syringe, or human/animal bites.
- Contact with faeces and human sewage
- Exposure to infectious diseases by direct or indirect contact with infectious clients i.e. Tuberculosis (TB), Hep A, Hep B, measles, flu etc.

Please detail the exact nature of the hazard and forward a copy of the risk assessment to OH.

#### **L) FOOD HANDLER** Including,

- Those employed directly in the production and preparation of food, including manufacturing, catering and retail
- Those undertaking maintenance work or repairing equipment in food handling areas
- Enforcement officers and visitors to food handling areas

Employees who handle pre-wrapped, canned or bottled food are **not** considered food handlers.

#### **OTHER**

Any other risks where the individual may benefit from OH advice and guidance, i.e. an individual with an underlying health problem / ongoing medical treatment who may be required in their work to work at height or use mechanical equipment.