



PEOPLE GROUP – ADULT SOCIAL CARE

JOB DESCRIPTION

POST TITLE:

SOCIAL WORKER

BAND:

Band 11 (experienced)
Subject to progression scheme in operation within the Council

JOB EVALUATION NO.

E3332

REPORTING RELATIONSHIP:

Team Manager

JOB PURPOSE:

To carry out statutory duties and responsibilities to safeguard and achieve good outcomes for adults in Darlington in line with a strength-based approach. Based on developed expertise and knowledge, take on management of the more complex cases within the team and contribute to team, service and practice development.

POST NO.

various

PDR COMPETENCY FRAMEWORK

Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake many of the following main duties and responsibilities, (but not necessarily all of them).

1. Safeguard and promote the health and well-being of adults and support their families and carers by working with cases appropriate to their experience, skills and knowledge;
2. Manage high risk cases which require a multi-agency approach e.g. self-neglect;
3. Plan, carry out, review and evaluate social work practice. Apply specialist knowledge to practice areas e.g. Continuing Health Care (CHC), Ordinary Residence, hoarding etc, providing practice modelling to less experienced colleagues.
4. Assess needs thoroughly and to a good standard, analysing risk and developing integrated multi-agency safeguarding plans in line with the Care Act 2014;

5. Professionally manage risk to service users, families, carers, self and others;
6. Involve service users, families, carers, groups and partner agencies in all meetings, which may affect them and listen actively to what they have to say. Signposting for advocacy support if needed or wanted;
7. Continually re-assess cases in relation to risk and refer to the Team Manager for direction as required;
8. Respect confidentiality and explain when there is a need to share information with others;
9. Recognise the expertise of individual service users, families, carers, groups, and partner agencies about their own circumstances, position and have regard for their wishes and feelings;
10. Maintain professional standards of contact with service users, carers, families, other professionals and voluntary agencies;
11. Introduce individual service users, families, carers, groups and partner agencies to support groups and networks and support them in extending their environment;
12. Be accountable to service users, families, carers, groups and partner agencies for their practice;
13. Manage, develop and take responsibility through supervision for own social work practice;
14. Apply post-qualification knowledge in a specialist field e.g. Safeguarding, Mental Capacity to ensure the best possible outcomes for individuals and their families, carers with complex needs;
15. Assist, and when appropriate lead in the development of policies and procedures relevant to Adult Social Care;
16. Build and develop successful relationships with relevant partners and stakeholders;
17. Explain role and purpose of involvement, the powers available to you, including legal powers, in a way that can be understood by all involved. Give information to service users, families, carers, groups, individuals and partner agencies about their rights and entitlements e.g. legal representation.
18. Keep service users, families, carers, groups, individuals and partner agencies updated about what steps you are going to take.
19. Inform service users, families, carers, groups and partner agencies about what is available, beyond their own resources or the brief of their organisations. Signpost or refer individuals to groups and partner agencies to access available Universal or Targeted Services and/or Benefits;
20. Build honest relationships based on clear communication and make sure all involved understand what will happen with the information service users, families, carers, groups and partner agencies give to a social worker.
21. Play an active role with colleagues in peer group supervision and role development.

General:

22. 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.
23. Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care proceedings.
24. Participate in programmes of training and associated work experience for social work progression.
25. 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.
26. 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.
27. Carry out your role in line with the Council's Equality agenda.
28. 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.
29. Any other duties of a similar nature related to this post that may be required from time-to-time.
30. 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.
31. 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.
32. 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.

Date: September 2021

PERSON SPECIFICATION**PEOPLE GROUP – ADULT SOCIAL CARE****SOCIAL WORKER (EXPERIENCED)**

All appointments are subject to satisfactory references.

| Criteria No. | Attribute | Essential (E) | Desirable (D) |
|---------------------|---|----------------------|----------------------|
| | Qualifications & Education | | |
| 1 | Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ, CSS or equivalent) | E | |
| 2 | Evidence of CPD in core areas of practice which reflect the needs of clients | E | |
| 3 | Evidence of detailed knowledge in a specialist field (depending on interest and service needs) and demonstrable ability to contribute to the development of practice and policy in the specialist field. | E | |
| | Experience & Knowledge | | |
| 4 | Approximately 3 years relevant post qualification experience of working with vulnerable adults in Adult Social Care statutory services, including assessment of care needs and best interest | E | |
| 5 | Approximately 2 years' experience of giving recommendations and advice to other social care teams and other similar settings | E | |
| 6 | Knowledge and experience of undertaking assessments, support planning and purchasing, monitoring and review, report writing and court work | E | |
| 7 | Working knowledge of the relevant current legislation such as <ul style="list-style-type: none"> Care Act 2014 Mental Capacity Act & Mental Health Act Deprivation of Liberty Safeguards / Liberty Protection Safeguards Person Centred Approaches to care Safeguarding Adults Any other pertinent legislation | E | |
| 8 | Approximately 2 years' experience in working with Safeguarding Adults in a statutory setting | E | |
| 9 | Working knowledge of strength-based approaches | E | |
| 10 | Experience of chairing meetings and panels | E | |
| | Skills | | |
| 11 | To be IT literate, capable of using MS Work/ Excel and Office packages and use case management systems with confidence | E | |
| 12 | Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and | E | |

| | | | |
|-----------|---|----------|--|
| | presentations) | | |
| 13 | Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning | E | |
| 14 | Ability to monitor the understanding of others, develop approach and take corrective action if required | E | |
| 15 | Ability to analyse and interpret information gathered during the assessment process | E | |
| 16 | Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines | E | |
| 17 | Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others | E | |
| 18 | Ability to use initiative and make decisions outside immediate policy and procedure and without reference to manager | E | |
| | Personal Attributes | | |
| 19 | Demonstrate ability to work effectively in increasingly more complex situations | E | |
| 20 | Ability to work closely with others and carry out effective joint assessments | E | |
| 21 | Ability to use the opportunities at formal supervision effectively and work effectively as a team member | E | |
| 22 | Ability to access reliable transport to carry out the travel requirements of the post | E | |
| 23 | Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours | E | |
| | Special Requirements | | |
| 24 | Enhanced DBS check with Adults barred list required | E | |
| 25 | Suitability to work with vulnerable adults | E | |
| 26 | Registered with Social Work England | E | |
| 27 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. | E | |
| 28 | The ability to communicate at ease with customers and provide advice in accurate spoken English | E | |
| 29 | Capable of independent travel to carry out the requirements of the post | E | |



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 |
|---|---|
| A) Is likely to be exposed to asbestos | N |
| B) May be exposed to lead or lead based products | N |
| C) Is at risk from noise that might affect their health | N |
| D) Will be exposed to vibration likely to be above the exposure action level. | N |
| Will be exposed to vibration below the exposure action level. | N |
| E) May require a health assessment for night work | N |
| F) Is exposed to hazardous substances as detailed overleaf | N |
| G) Is required to drive a Council vehicle | N |
| Is required to drive their own vehicle for Council business | Yes* |
| Is required to drive a HGV / LGV / PCV / FLT or similar | N |
| H) Is required to work in a confined space where specialist equipment or breathing apparatus is needed | N |
| I) Is required to operate any construction plant | N |
| J) Is required to be responsible for / work with vulnerable clients | Yes |
| K) Is at risk of needle stick injury, bites, exposure to faeces or sewage. | N |
| Is at risk of contracting infectious disease through direct or indirect contact with clients. | This role requires the post holder to visit uncontrolled environments e.g. client homes, care homes, hospital etc |
| L) Will handle food | N |
| Other – Please specify *job requirement is 'capable of independent travel' – if driving, then will use own vehicle | |

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 2.5m/s^2 (A8) or 100 points;
- Are likely to be regularly exposed to whole body vibration above the action value of 0.5m/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

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.