

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference	
Job Title	Social Worker – Adult Social Care			
Service	Adult Social Care and Health	Team	Integrated Mental Health	
Location	Resource House			
Reports to	Senior Social Worker			
Responsible for	None			
Grade NRS2				
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.				
<p style="text-align: center;"><u>Service Purpose</u></p>				
Adult social care provides a range of interventions to adults who need extra support to stay healthy, play a part in their community and lead as fulfilling a life as possible. The service provides personalised, practical support to help people whose needs arise from mental illness, disability, old age and social disadvantage. It preserves dignity and keeps people independent. People who need care should have the choice, flexibility, and control to live their lives the way they want.				
<p style="text-align: center;"><u>Purpose of the role</u></p>				
<ul style="list-style-type: none"> To work within the relevant legal frameworks, guidance, policies, and procedures to undertake assessments, reviews and support planning with individuals and their carers, promoting well-being, independence and safety. To enable people to identify their own needs and the outcomes they wish to achieve and to implement and review support plans to meet these needs and to liaise with other professional/agencies as required. 				
<p style="text-align: center;"><u>Main Accountabilities</u></p>				
1	To work in accordance with the Care Act 2014 to assess, review or reassess complex needs of customers and their carers, offering advice and guidance and access to support services in line with their eligible needs, with an emphasis on health, safety and wellbeing for vulnerable individuals and those that care for them.			
2	To adopt a strengths-based approach to the role and maintain a professional and respectful working relationship with individual customers and carers. To work in a person-centered way, ensuring that individual dignity is maintained, cultural background and communication needs are addressed, and choices and aspirations are listened to and acknowledged			
3	To undertake risk assessments and formulate risk management plans, having regard for the safety of customers and others, whilst promoting independence and supporting positive risk enablement where appropriate.			

4	To identify and/or make enquiries concerning any allegations of potential abuse or neglect of adults with care and support needs with a view to the development and implementation of safeguarding plans which maintain their safety, and the safety of others, within the multi-agency safeguarding adults procedures.
5	To interpret and analyze varied and complex information or situations and work with relevant others to create solutions
6	To work collaboratively with individuals, their carers, families, and other stakeholders to gather information for the purpose of assessing and reviewing the individual’s needs and in order to identify the best options available to meet the identified needs
7	To develop and maintain an understanding of legislation, policy, procedure and guidance relevant to the role and to apply these to all work undertaken.
8	To effectively manage time, priorities, workload and conflicting pressures and escalate if appropriate
9	To establish professional relationships with relevant stakeholders including voluntary services to enable collaborative multiagency working, exploration of new innovative ways of working, and encourage an open and transparent dialogue.
10	To actively engage in MDT meetings and contribute to the Integrated Mental Health Service.
11	To be accountable for completing and maintaining accurate and up to date records by using electronic case recording systems to ensure that records are maintained in a timely manner and in accordance with Council procedures, statutory legislation and General Data Protection Regulations
12	To proactively engage in relevant meetings and 1:1’s and contribute to the development of the service.
13	To maintain continuous professional development and uphold professional standards in accordance with the standards set by the professional governing body, and to maintain appropriate professional registration.
14	To contribute to the professional development of less experienced workers, and where appropriate of students, by means of mentoring/coaching and shadowing
15	To have awareness of the social, political and financial environment the council operates within and appropriately respond to this.
16	Where mutually agreeable, and as part of a personal development plan or professional development, some staff may undertake supervision of less experienced staff.
17	To work across the ASC service as needed to meet the demands of the service.
Supervision Received	
Senior Social Worker at least every 4 weeks	
Supervision Given	
No formal supervisory responsibilities, but contribute to the professional development of less experienced workers by means of mentoring/coaching and shadowing	
Contacts & Working Relationships	
Members of the community, Team members, other council services, Voluntary Sector, Care Providers, Commissioning teams, colleagues in Health, Police staff, Fire Services, Finance colleagues	

Management of resources or budget	No direct responsibility for budget but contributes to meeting assessed needs of individuals in the most cost-effective manner.
Special Factors	<ul style="list-style-type: none"> • Ability to be able to travel and work in a variety of locations as required • Required to make home/hospital visits • Enhanced DBS required with a check of the barring list
Organization Chart	
<pre> graph TD A[Assistant Director Mnetal Health Services] --> B[Service Manager] B --> C[Team Manager] C --> D[Senior Social Worker] D --> E[Social Worker] D --> F[Social Care Practitioner] </pre>	

Person Specification	
Qualifications	
Essential	Desirable
Professional Social Work qualification	Approved Mental Health Professional qualification
Full EU driving license (and access to daily use of a car)	
Current registration to professional governing body - Social Work England	
Willingness to undertake continuous professional development	
Technical Skills	

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Essential	Desirable
Strong IT skills including proficient user of Microsoft Office and client record systems	
Assessment skills	
Analytical skills	
Report writing	
Knowledge, Skills and Abilities	
Essential	Desirable
Good working knowledge of the statutory framework for the relevant care group and of an appropriate range of professional interventions	
Experience	
Essential	Desirable
Minimum of 1 year experience post qualification and successful completion of ASYE	Knowledge of mental disorders
Experience in a Social Care or health care environment.	
Demonstrable experience of managing risk in a social care or health setting	
Demonstrable experience in interpreting and analysing varied and complex information to produce solutions	
Demonstrable experience in undertaking assessment of complex needs	
Demonstrable experience in effective communication with colleagues, service users, families and other professionals	
Experience in influencing and negotiating	

Completed by:	Trevor Thompson, Interim Assistant Director Mental Health Transformation	April 24
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