

 WOKINGHAM BOROUGH COUNCIL		Job Description		Job Reference
				712218
Job Title		Senior Social Worker, Adult Safeguarding Hub		
Service		Adult Social Care & Health	Team	Adult Safeguarding Hub (ASH)
Location		Shute End		
Reports to		Team Manager, Adult Safeguarding Hub		
Responsible for		Up to 4 Social Workers		
Grade		Type of position:		Date
NRSG3		Full time, Permanent		Feb 2025
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.				
<u>Service Purpose</u>				
To ensure the delivery of high-quality Adult Safeguarding work within the Borough, in accordance with the Care Act 2014 and working in partnership with key stakeholders.				
<u>Purpose of the role</u>				
Safeguarding Development work and Practice to support the consistent achievement of good outcomes for people being supported under an Adult Safeguarding framework. To include; • providing supervision, coaching, training and support to staff to help them develop their skills, knowledge and behaviours in line with changes in service requirement • quality assurance of safeguarding work • quality assurance work in a safeguarding context with Provider organisations • lead on organisational abuse enquiries • undertaking /advising on complex safeguarding enquiries and decisions • working with the partnership around the preventative agenda				
<u>Main Accountabilities</u>				
1	Contribute to ASH Duty system, managing intake of all Adult Safeguarding concerns for the Borough ensuring appropriate and robust thresholds are applied			
2	Undertake Initial Safeguarding Enquiries and (complex) Sec 42 Enquiries			
3	Act as SAM (Safeguarding Adults Manager) for safeguarding enquiries			

4	Chair strategy meetings and discussions (and other types of meeting) as required.
5	Support the development of less experienced workers in the Adult Safeguarding Hub and where required and appropriate, within other operational teams
6	ASC representative on multiagency panels as required, e.g. MARAC, MAPPA, CHANEL
7	Delivery of Adult Safeguarding workshops and training
8	Lead on organisational abuse enquiries when required
9	Contribute to Quality Assurance of Providers in a safeguarding context
10	Contribute to Quality Assurance mechanisms for safeguarding work undertaken across Adult Services
11	Work with a small number of customers who require a different approach to engagement, wherein concerns are at a safeguarding threshold to engage them and support transition into appropriate support services
12	Supervision of Adult Safeguarding Hub Practitioners (may include qualified and unqualified workers)
13	Work to agreed objectives around the preventative agenda in safeguarding, aligned to the priorities of the Safeguarding Adults Board and local needs
Supervision Received	Team Manager, Adult Safeguarding Hub
Supervision Given	Senior Social Workers are expected to be able to supervise Social Workers – usually no more than 4
Management of resources or budget	None
Special Factors	Enhanced DBS Check

<u>Person Specification</u>		
Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.		
Qualifications	Essential	Desirable
Social Work Qualification	E	
Social Work England/HCPD Registration	E	
Effective standard of Maths and English (GCSE pass or equivalent)	E	
Best Interests Assessor Qualification		D
Technical Skills	Essential	Desirable

Access to a vehicle in order to be able to travel independently when required	E	
Excellent IT skills, including Word and Outlook and the ability to work on other IT systems as required	E	
Ability to ensure records are maintained according to procedures and statutory requirements	E	
Ability to produce well-researched and well-written reports	E	
Excellent communication skills and ability to effectively engage all stakeholders	E	
Excellent risk assessment and analytical skills	E	
Ability to work under pressure to meet deadlines	E	
Ability to prioritise work of both self and others dynamically, to meet the required outcomes	E	
Ability to work flexibly and independently including occasional unsocial hours if the work requires	E	

Ability to audit both systems/organisations and work of others and produce constructive feedback and consolidated reporting mechanisms	E	
Knowledge	Essential	Desirable
Robust knowledge of the Care Act 2014, Mental Capacity Act 2005 and other relevant legislation	E	
Knowledge of Government policy as it relates to delivery of Adult Safeguarding services		D

Sound understanding of the Making Safeguarding Personal Agenda and how this sits with other statutory duties	E	
Experience	Essential	Desirable
Evidenced experience of direct work with Adult Safeguarding issues	E	
Experience of facilitating group work, workshops or delivering training		D
Completed by:		Date: