

## Job Description

**Job Role: Social Worker**

**Service: Adult Social Care**

Role Structure	Role Details
Directorate:	Community Wellbeing
Grade:	HC08
Location:	Hereford, Herefordshire
Responsible to:	Team Manager

### Main purpose of the role

To work with adult citizens of Herefordshire and their formal/informal carers or agencies to provide person centred, strength based, outcome focused assessment, care management and review service.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> <li>To work within the framework of the Care Act 2014, and other relevant legislation to provide assessment, review and intervention for service users with eligible needs.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>The social worker has day-to-day responsibility of the prioritisation of their own work and identification of issues of risk.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>The social worker represents the Community Wellbeing Directorate and Hereford Council in their day-to-day activities and will comply with all relevant policy and procedure affecting their role, including safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To provide regular and effective supervision to allocated Assessment and Enablement Officers, as required.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<ul style="list-style-type: none"> <li>To ensure any appropriate legal/financial arrangements are correctly in place for the provision of services to service users and carers in liaison with appropriate teams and panels.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To ensure monitoring and reviewing systems are in place for clients on their caseloads and to ensure case files and electronic recording on Mosaic is current.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To consider an enabling and strength based ethos and approach to supporting service users and their families/carers and in joint working with partners and agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> <li>To follow the relevant procedures for ensuring that information and data is collected and recorded accurately to enable reliable analyses and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To participate in any duty rota systems to meet urgent service need.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>
<ul style="list-style-type: none"> <li>To use a broad knowledge of local resources, services and benefits and to liaise with a variety of statutory, voluntary and independent sector agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To work in a way that is consistent with Councils Equal Opportunities, anti-discrimination and anti-oppressive practice policies.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Be conversant with the development of I.T. skills and ability and the maintenance of.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To undertake day duty and safeguarding duty when required.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>
<ul style="list-style-type: none"> <li>To work in conjunction with the Registration and Inspection Units in monitoring good practice within Local Authority and Independent Sector Residential and Nursing Homes.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<ul style="list-style-type: none"> <li>To work with nursing reviewing officers to ensure that under continuing care provision assessment for health services provision are undertaken when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<ul style="list-style-type: none"> <li>To support hospital discharge arrangements for patients in liaison with hospital based professional staff and relevant agencies/teams to ensure safe discharge and prevention of admission.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>
<ul style="list-style-type: none"> <li>Identify where reablement (and/or other appropriate services) are appropriate and refer to relevant agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To be conversant with administration policies.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>To ensure confidentiality issues are respected.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Preparation of assessments and funding recommendations on a weekly basis for consideration by any joint/funding panel. This will include consideration of referral for Continuing Health Care Funding.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> </ul>



# Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>Degree in Social Work.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Diploma in Social Work, C.S.S., C.Q.S.W. or equivalent.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Post qualifying training and continued professional development to be evidenced for any progression.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Experience/qualification/potential to undertake AMHP and/or BIA training.</li> </ul>	Essential	A, I
<b>Experience &amp; Knowledge</b>		
<ul style="list-style-type: none"> <li>Experience of working across a range of service user groups.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Experience of working in partnership with other agencies to ensure safety and support independence.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Knowledge of undertaking person centred, strength based, outcome focused, assessment, care management and review.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Knowledge of personalised, self-directed support planning &amp; promoting the use of personal budgets/direct payments.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Experience of working with vulnerable adults involving potential conflict and risk.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Familiarity with Care Act eligibility criteria and practice guidance.</li> </ul>	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>To work as part of Multi-Agency service and deliver integrated outcomes effectively.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>A competency in I.T. skills allowing for the recording and progression of work</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Undertake Safeguarding investigations commensurate with training and post qualifying experience.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to evidence a high level of interpersonal skills.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to engage/develop skill base for the supervision of non-registered staff.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Awareness and understanding of current legislation and guidance and their impact on social care provision.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Registration with Social Work England and professional autonomy in maintaining registration.</li> </ul>	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.



## Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust** - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty** - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility** - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity** - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value** - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy** - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

