

## **Bournemouth Christchurch and Poole JOB DESCRIPTION**

**SERVICE UNIT:** Adult Social Care Services  
**JOB TITLE:** Social Worker  
**REF No:** Various  
**GRADE:** H-J £34,314- £44,711 per annum.  
**JE REF No:**  
**RESPONSIBLE TO:** Team Manager / Service Manager

### **MAIN PURPOSE**

- To work as part of a team of Social Workers, Social Care Practitioners, and other professionals, delivering high quality relationship and strengths-based interventions to people and families.
- To manage a workload of people within our statutory, legal and policy frameworks, professional standards (Social Work England) and our practice standards.
- To work in partnership with people, families, and colleagues across the system to contribute to the delivery and development of the high-quality services provided by Adult Social Care.
- To work in a way that is consistent with our corporate standards, priorities, strategy, values, and behaviours.

### **MAIN RESPONSIBILITIES**

To discharge the relevant statutory duties and BCP Council service objectives which relate to adult social care under the supervision, guidance, and direction of the relevant manager.

To manage a workload appropriate to the primary function of the team, acting as the allocated practitioner or 'lead professional', where appropriate.

To undertake appropriate strengths-based assessments, and participate in multi-agency, multi-disciplinary working, whilst taking a person-centred approach.

To ensure that people are at the centre of their assessments and support plans and that all people and families are fully enabled to participate in planning and decision making concerning their own lives.

To ensure that any complaints are managed in line with policy and procedure and that people and families have access to and are enabled to use available advocacy services.

To participate in and contribute to the continuous improvement and development of our Adult Social Care Services, including providing mentoring, oversight and support to other professionals.

To make, under the guidance of an appropriate manager, clear evidence based professional and financial decisions in accordance with policies and procedures.

To ensure that work undertaken meets expectations as outlined in our quality assurance and performance management systems and practice standards.

To co-design and implement individual support plans, with the person, their family and /or support systems.

To undertake direct work with individual people and their families as part of an agreed plan, and within this promoting their health and wellbeing.

To be the 'Lead Professional' for every person you work with ensuring timely, effective and efficient assessment, plan, management, and delivery of services to people and families.

Where appropriate, chair professional and formal meetings in relation to people, e.g. multi-disciplinary meetings, conferences and where appropriate safeguarding and best interest meetings.

Contribute to team's duty rotas, ensuring that people, professionals, and other members of the public are responded to appropriately and promptly.

Be part of the team, participating in team meetings and supporting colleagues.

Where qualified as an Approved Mental Health Practitioner, undertake Mental Health Act Assessments in accordance with statutory guidance.

Maintain and further develop professional knowledge and skills through continuous professional development, reflective practice, and other development opportunities.

The expectation of BCP Council Social Care that all professionally qualified staff will undertake relevant training to meet the statutory responsibilities of the BCP Council in line with the Professional Capabilities Framework and any relevant Knowledge and Skills Statements.

Maintain knowledge of relevant research, government guidance, legislation and best practice in relation to people and families, and the specialist service area to which appointed.

In accordance with professional case recording standards, maintain case records on local information recording systems and ensure these records are maintained in line with legislative requirements and our best practice guidance, policy and procedure.

As appropriate, contribute to the training and learning of qualified social workers, social work students, other professionals, or providers to promote knowledge and skills and our wider sector and profession.

As appropriate and/or necessary support / supervise another colleague.

Uphold and promote anti racist and anti-discriminatory practice with people, families, colleagues and communities.

Undertake any other duties as may be required from time to time commensurate with the level of post.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

Reviewed by Amy Hurst, Principal Social Worker

Dated: 12<sup>th</sup> May 2023

### **Person specification**

Qualified Social Worker (see list of accepted qualifications below) and registered with Social Work England (or awaiting registration)	Essential
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- Diploma in Social Work (DipSW)
- BSc / BA Social Work (BSc/BASW)
- Masters in Social Work (MSW)
- Social Work Degree Apprenticeship (SWDA)
- Equivalent Overseas Qualification

Relevant placement or occupational experience	Essential
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Experience of working within a social care setting	Essential
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Willingness to undertake Post Qualifying training	Essential
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Inclusive person-centred approach	Essential
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Ability to work as part of a team/multi agency partnership	Essential
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Able to reflect, analyse and deal with complex issues including risk management	Essential
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Ability to both support and challenge adults, families and carers as appropriate	Essential
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