



## **BCP COUNCIL JOB DESCRIPTION**

**SERVICE UNIT:** Adult Social Care - Services  
**JOB TITLE:** Social Worker  
**GRADE:** H/I/J (see below matrix)  
**RESPONSIBLE TO:** Appropriate Manager

### **MAIN PURPOSE**

To work as part of a team of an Integrated Team, delivering high quality support and protective and preventative interventions to people with a learning disability, families and carers.

To manage a workload of vulnerable adults, families and carers within statutory guidelines Code of Ethics and Personal Conduct from Social Work England and local quality standards.

To work in partnership with others to contribute to the delivery and development of the high-quality services provided by the team.

To undertake comprehensive assessments focussing on the needs of users and carers, supporting safeguarding, and enabling people to minimise dependence and support independence through self-directed support, commissioning, monitoring and reviewing packages of care to meet individual assessed needs.

To work in a way that is consistent with the corporate standards, priorities and values.

### **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 caseload appropriate to the primary function of the team, acting as the case coordinator or 'lead professional', where appropriate.

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

To ensure that all service users including adults, families and carers are fully enabled to participate in planning and decision making concerning their own lives and that complaints and representations are dealt with effectively.

To participate in and contribute to the continuous improvement and development of the adult social care services, including providing oversight and support to other professionals.

To make, under the guidance of an appropriate manager, sound and evidence based professional

and financial decisions in accordance with policies and procedures.

To ensure that work undertaken meets expectations as outlined in service unit and authorities' quality assurance and performance management systems.

## **MAIN DUTIES**

**The following duties are further defined within the career grade matrix, which provides greater detail regarding the levels of task complexity, autonomy of decision making, and the wider responsibilities undertaken by each of the 3 levels.**

1. To design and negotiate individual care packages, with the service users and their family or carers. To follow the process in implementing the plans and reviewing plans where required.
2. Undertake direct work with individual service users, their families and/or carers as part of an agreed plan, and within this promoting health and wellbeing. In doing this, working in a way that is person centred, transparent, evidence based and shows dignity and respect.
3. Undertake a 'Lead Professional' role for every case allocated (unless directed otherwise), ensuring timely, effective, and efficient assessment, case plan management, and delivery of services to adults or carers.
4. Ensure that adults, families, and carers are enabled to participate fully in planning and decision making.
5. Ensure that complaints are investigated in line with policy and procedure and that service users and carers have access to and are enabled to use available advocacy services.
6. Where appropriate, chair professional and formal meetings in relation to service users, e.g. multi-disciplinary meetings, case conferences and where appropriate safeguarding meetings.
7. Contribute to team and unit duty rotas, ensuring that service users, professionals and other members of the public are dealt with appropriately and promptly.
8. Attend and participate in team meetings and other meetings relating to adult social care or the work of the service including, where necessary, representing the BCP Council in meetings with external individuals or organisations.
9. Participate in specific service development projects as agreed with the appropriate manager including the development of effective working relationships with a wide range of partners and stakeholders, including carers, other service units, other statutory organisations, other local authorities, and the private and voluntary sector. Where appropriate, this will include representing the team or wider service in meetings and other forums.
10. Where appropriate, act as expert or champion in the team, service unit or across the council on adult social care practice and any practice specialism specific to the team.
11. Maintain and extend professional knowledge and skills via continuous professional development, reflective practice, team events, attendance at relevant training. To attend regular supervision.

12. The expectation of BCP Council Adult Social Care is that all professionally qualified staff will undertake relevant training to meet the statutory responsibilities of the BCP Council.
13. Maintain knowledge of relevant research, government guidance, legislation and best practice in relation to adults and the specialist service area to which appointed.
14. 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 the authority's policy and procedure.
15. As appropriate, contribute to the training and learning of qualified social workers, social work students, other professionals, or providers to promote knowledge and skills.
16. Where appropriate and/or necessary supervise a social work assistant.
17. Ensure that services are delivered in a way which addresses the particular needs of all service users and does not negatively discriminate against an individual or group.
18. Comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.
19. Work in a variety of environments including the community (people's own homes), supported housing, day service setting, hospitals, GP surgeries and office-based settings.
20. Where directed and appropriate to the level of capability and training, undertake safeguarding enquiries and best interest assessments.
21. Under the guidance of legal services, participate in casework which may require appearance or application to court, including the court of protection.
22. To work to the council's information governance standards.
23. Undertake any other duties as may be required from time to time commensurate with the level of post.

## PERSON SPECIFICATION

This post forms part of a career grade that assumes you have competence and knowledge of all of the criteria below, as a minimum. The attached matrix outlines the competence required to move to a higher level (see attached matrix).

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Relevant placement or occupational experience</li> <li>• Experience of working within an adult setting</li> </ul>	<p>Essential Essential</p>	<p>Application Form Interview References</p>
<p><b>QUALIFICATIONS / TRAINING</b></p> <ul style="list-style-type: none"> <li>• Professional qualifications, i.e. Diploma in Social Work (DipSW) BSc / BA Social Work (BSc/BASW) Masters in Social Work (MSW) Social Work Degree Apprenticeship (SWDA)</li> <li>• Social Work England registration (or demonstrate a pending application)</li> <li>• AMHP qualification (if relevant for post)</li> </ul>	<p>Essential  Essential  Essential</p>	<p>Application Form Certificates</p>
<p><b>APTITUDES AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Inclusive person-centred approach</li> <li>• Ability to undertake direct work with adults, families, and carers.</li> <li>• Good written and verbal communication skills</li> <li>• Ability to interpret and analyse written and statistical information.</li> <li>• Able to critically analyse, evaluate and apply knowledge of legislation, local policy and procedures, national codes, and multi-disciplinary practice.</li> <li>• Ability to critically analyse and reflect on the practice of self and others.</li> <li>• Ability to both support and challenge adults, families, and carers as appropriate</li> <li>• Ability to complete tasks, work within required timescales and achieve deadlines and targets.</li> <li>• Ability to work autonomously, prioritize own work and manage own time.</li> <li>• Able to balance service user needs with resource limitations.</li> <li>• Committed to the efficient and effective use of resources – both internal and external to the organisation – and able to encourage others to do so.</li> <li>• Ability to use IT systems and possess adequate keyboard skills.</li> <li>• Ability to work as part of a team/multi agency partnership.</li> </ul>	<p>Essential Essential  Essential Essential  Essential  Essential  Essential  Essential Essential  Essential  Essential</p>	<p>Application Form Interview References Presentation</p>

<ul style="list-style-type: none"> <li>• Able to reflect, analyse and deal with complex issues including risk management.</li> <li>• Able to achieve a high-quality service delivery to the adult in need and, if anything goes wrong, be quick to rectify the situation with the least implications to those receiving services; the ability to be open and transparent about errors and harm caused to people as a result of actions taken or omitted.</li> </ul>	<p>Essential</p> <p>Essential</p>	
<p><b>KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Knowledge of safeguarding responsibilities, legislation, and guidance</li> <li>• Understanding of professional supervision and its role in promoting and maintaining quality of service</li> <li>• Aware of own developmental limitations and knows when to seek advice.</li> <li>• Knowledge of all relevant legislation, statutory guidance and regulations including the Mental Health and Mental Capacity legislation</li> <li>• Knowledge of specialist work area for which responsible</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form Interview</p>
<p><b>ATTITUDE / MOTIVATION</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Flexible in approach to work</li> <li>• Commitment to high quality service provision which is responsive to service needs.</li> <li>• Have a positive attitude and self-motivate</li> <li>• Commitment to social inclusion, personalised practice and improving outcomes for vulnerable adults, families and carers.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form Interview</p> <p>References</p>
<p><b>OTHER FACTORS</b></p> <ul style="list-style-type: none"> <li>• Ability to travel around the BCP area (and to other areas of the UK) in an agreed timely manner and Hold a valid driving licence, and have access to a car.</li> <li>• Willingness to work unsocial hours as required to meet the requirements of the service.</li> <li>• Disclosure and Barring Service clearance</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form Interview</p> <p>Satisfactory DBS Disclosure</p>