

# Kirklees Council

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**DIRECTORATE : ADULTS & HEALTH**

**SERVICE AREA : ADULTS SOCIAL CARE OPERATION**

**SECTION : MENTAL HEALTH**

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**JOB TITLE : SOCIAL WORKER**

**GRADE : 8 – 10 (GR 11 FOR SENIOR PRACTITIONER)**

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## **PURPOSE OF JOB**

As a member of a team, the jobholder is responsible for the holistic assessment of individuals and their carers' needs, arranging and/or delivering services to meet these needs and reassessing needs as appropriate. The jobholder will be responsible for the day to day management of those cases for which they are the named worker. Social Workers will intervene with legal and procedural authority to protect vulnerable people at risk of abuse or neglect; to help individuals, families and groups to sustain and develop their capacities for independent living and in complex situations to try to prevent or resolve conflict which may place individuals at risk.

## **KEY AREAS**

- 1 Service Users and Carers
- 2 Staff Team
- 3 Administration
- 4 Miscellaneous

## **DUTIES AND RESPONSIBILITIES**

- 1 **Service Users and Carers**
  - 1.1 To provide information to individuals and their carers about all services for which they may be eligible.
  - 1.2 To undertake assessment of individuals and their carer's needs, dealing in particular with the more complex cases presented, and undertaking risk assessments i.e. high risk of breakdown, including Adult Safeguarding on significant issues such as substance abuse, severe mental health problems and who present danger to self or others.
  - 1.3 To formulate a plan in consultation with the individual and their carers, which will meet their assessed needs, within the priorities and eligibility criteria of the Council, ensuring that individuals and carers are actively involved and which will maintain their personal dignity and independence.

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- 1.4 To identify wherever reasonably practicable, health and safety issues that may place individuals or groups at risk to ensure these are recorded and brought to the attention of staff responsible for the delivery of services.
- 1.5 Within timescales determined by legal and procedural requirements and/or agreed with the individual or group, review the effectiveness of the planned intervention.
- 1.6 To keep the Manager informed of progress in each case and to highlight areas of difficulty through formal supervision processes.
- 1.7 To obtain the advice and agreement of the Manager on assessment, care plans, reviews, transfers, legal interventions and proposals to end involvement with the user.
- 1.8 To ensure through liaison with internal colleagues and external agencies that a co-ordinated service is provided.
- 1.9 To regularly review allocated cases.
- 1.10 To participate in any meetings necessary and convene and chair these meetings when required.
- 1.11 To act as a key worker in named cases when required to do so.
- 1.12 To consult with the Manager and other managers as required by legal, policy and procedural guidelines so that a Personal Financial Assessment can be undertaken.
- 1.13 To carry out legal proceedings where required to do so.

## 2 Staff Team

- 2.1 To undertake duty work under the direction of the Manager, and undertake prioritising of referrals in the absence of the Manager or Senior Practitioner.
- 2.2 To participate in staff meetings and support positive communication between team members and the organisation.
- 2.3 To assist and/or supervise students on placement as requested by the Practice Teacher and/or Manager, and to take on a practice teaching role as agreed.
- 2.4 To support and participate in the induction of all new staff to the team.

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## 3 Administration

- 3.1 To prepare clear, concise and logical reports, including where appropriate, reports which may be submitted for Court purposes, and to ensure that accurate and up-to-date records are kept.
- 3.2 To undertake the administration necessary to ensure the provision of a prompt and efficient service to the user including use of electronic equipment.
- 3.3 Assist in the collection and processing of management information and monitoring including recording on Care First as required, on service deficits in order to contribute to the development of appropriate services.

## 4 Miscellaneous

- 4.1 You will be required to participate on the AMHP rota as required.
- 4.2 In your role you will be expected to work within the requirements of the Professional Capabilities Framework (PCF).
- 4.3 To participate in supervision sessions with the Manager as agreed in the supervision contract.
- 4.4 To attend training courses and take part in development programmes as required.
- 4.5 To participate in service development.
- 4.6 To make recommendations to the Manager and other Managers about the use of the resources based upon effectiveness and best value, whilst considering the preferences of users and carers.
- 4.7 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the jobholder's supervisor from time to time, in consultation with the jobholder.
- 4.8 You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.
- 4.9 As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy. Alternatively go to: <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

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**RESPONSIBLE TO:**      **ALLOCATED MANAGER**

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**RESPONSIBLE FOR:**      **N/A**

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## PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

<b>FOR APPOINTMENT AT GRADE 8 – 9:</b>
Experience of working with people with mental health problems, gained through paid/voluntary work or practice placement.
Experience of working with Mental Health legislation and practice.
SWE recognised professional Social Work qualification and registered and evidence of SWE registration.
Hold Approved Mental Health Professional status or must undertake within service determined timescales.
Knowledge of sources and forms of oppression, disadvantage and discrimination and their impact at a structural and individual level in society.
Understanding of equality issues and their impact on service delivery.
Ability to take responsibility for personal professional practice and development and to apply the Social Work process into practice.
Ability to transfer knowledge, values and skills to new situations.
Ability to work within statutory requirements and Council policies.
Ability to use IT equipment for the communication and recording of information.
Possession of a full and valid driving licence (exceptions can be made for disabled applicants). <i>Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence and it is expected that you will either use a council vehicle or your own car.</i>
Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>

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**FOR APPOINTMENT AT GRADE 10 - AS FOR GRADE 8 – 9 WITH THE FOLLOWING ADDITIONS:**

Significant experience of working with people with mental health problems.

Hold Approved Mental Health Professional status.

For appointment at Grade 10 applicants need to demonstrate they have successfully been assessed against the requirements of progression to Level III.

<b>Reference No</b>	SW009
<b>Created</b>	31.05.13
<b>Graded</b>	
<b>Prepared By/Amended By</b>	EMTM/EC
<b>Amended On</b>	29/01/2018

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