

# Job Specification

<b>Job Title: Social Worker (Level 2)</b>
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<b>Grade: 10</b>	<b>Job Evaluation Code: CP317</b>
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<b>Reporting to: Team Manager</b>	<b>Manager's Grade: 12</b>
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<b>Location: Within Wakefield Council Boundaries</b>
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<b>Service Area: Adults Integrated Care</b>	<b>Service Directorate: Adults, Health and Communities</b>
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<b>Workstyle:</b>
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<b>Overall Purpose of the Post:</b>
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To directly contribute to achieving the aims of the Service including:

- Taking an active role in task groups contributing to the development of policies and procedures.
- Negotiating for, and mobilising resources.
- Supervising the work of students.
- Supervising the work of Support Workers where applicable
- Day-to-day running of the team.

Social Worker (Level 2)'s professionals in multi-agency work to contribute to improve outcomes to service users. They have a proven track record in achieving the highest standards of practice in casework and will:

- Work with Approved Mental Health Practitioners (AMHP's), where appropriate, to ensure that resources for Integrated Care are available to all service users to live within the community, implementing the Care Programme Approach, where appropriate.
- Be responsible for a complex caseload and assist the Team Manager in providing support to other members of the team, including supervising student social workers and other employees as required.
- Work closely with AMHP's, where applicable, and the Team Manager and represent the team in working groups set up to raise the quality of practice and improve the effectiveness of the service, when required.

<b>Requirements for the post.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>➤ Degree in Social Work, or relevant Social Work qualifications recognised by the Central Council for Education &amp; Training in Social Work</li> <li>➤ Registration with HCPC</li> <li>➤ Evidence of successful completion of post qualifying award or training</li> <li>➤ Evidence of maintaining skill and knowledge base in professional field through post qualifying training or other opportunities</li> </ul>	Higher Post Qualification Award (PQ)
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>➤ In-depth knowledge of relevant policies, appropriate legislation, government guidance and best practice in all aspects of social work, including the role of the Local Authority</li> <li>➤ Knowledge and understanding of the needs of service users</li> <li>➤ Extensive knowledge of evidence-based practice and a track record of integrating this into own practice and service delivery</li> </ul>	<p>Working knowledge of appropriate Legislation, in relation to discipline, e.g. Care Act 2014, Mental Health Act (as amended 2007) and Mental Health policy, Children &amp; Young Persons Act, 2008</p> <p>An understanding and commitment to Wakefield's Equal Opportunities Policy.</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Significant experience of working together with others, across voluntary and statutory agencies, providing a social work service to service users and their families, gained in statutory settings at a practitioner level, undertaking the full range of statutory social work tasks (Assessment, Planning, Implementation and Review).</li> </ul>	
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>➤ Keyboarding skills are required to ensure accurate and appropriate information is produced and provided to service users, customers and clients.</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>➤ Ability to engage with service users</li> <li>➤ Where applicable, promote service users full involvement in decision making.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Ability to develop and sustain effective working relationships within service users, carers and groups</li> <li>➤ Ability to develop and sustain effective working relationships with professionals, community resources and across the boundaries of voluntary and statutory agencies to maximise the effectiveness of services</li> <li>➤ Ability to identify appropriate interventions and commission relevant services, taking into account racial, cultural and religious factors</li> <li>➤ Ability to take responsibility for personal professional practice and development and to apply the social work process in practice.</li> <li>➤ Ability to undertake work processes within national and local frameworks</li> <li>➤ Ability to transfer fundamental social work skills from one service user group to another.</li> <li>➤ An understanding and commitment to team work together with an individual responsibility to effect outcomes</li> <li>➤ Commitment to practice in a manner that does not stigmatise or disadvantage individuals, groups or communities.</li> <li>➤ Ability to communicate and record information in a clear, concise, logical manner.</li> <li>➤ Ability to write reports as required for social work purposes</li> <li>➤ Ability to organise and prioritise tasks, to work under pressure and meet deadlines.</li> <li>➤ Psychosocial intervention skills.</li> <li>➤ Ability to balance needs of users and carers.</li> <li>➤ Ability to provide advice, consultation, mentoring, supervision and support to qualified social workers, social work trainees, social work students and other non-social work professionals and the ability to line manage employees.</li> </ul>	
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	<ul style="list-style-type: none"> <li>➤ Ability to work as a team member and to acknowledge validity of other approaches.</li> <li>➤ Ability to work flexibly and creatively in engaging service users.</li> <li>➤ Understanding of how the role contributes to effective use of council resources</li> </ul>	
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## **Key Outcomes/ Activities**

- Manage a complex workload with the support of senior colleagues in accordance with the directorate and other agency policies and procedures, applying a multi-discipline approach.
- To undertake planned interventions, as required, across a range of statutory casework.
- To ensure that, where appropriate, effective and efficient enforcement action is taken.
- To promote and develop collaborative working with allied health and social care professionals.
- Prepare a range of reports on clients, as appropriate, in accordance with policies and procedures.
- Keep up-to-date with research, develop and disseminate greater understanding of evidence based practice, providing professional assistance and guidance to colleagues within the directorate and other agencies as appropriate.
- Keep abreast of the development of legislation and policies, understand the implications to practice
- To actively contribute to the development of policy and practice
- Contribute to working groups set up to improve the quality and effectiveness of practice.
- Ensure up-to-date and accurate case recording on the electronic client database.
- To maintain and develop communication and cooperation with colleagues, individuals and groups in the community and other statutory voluntary agencies.
- To participate in training and advisory activities.
- To assist in any local or national emergency.
- To chair, where appropriate casework meetings and other employee meetings.
- To maintain personal professional development and standards through training opportunities as appropriate.
- To ensure that responsibilities under Health and Safety at Work Legislation are complied with.
- To identify the needs of clients and mobilise available resources as appropriate.
- To assist senior colleagues in the induction and day-to-day activities of students and new members of staff.
- An expectation that the postholder will participate fully in supervision and appraisals and contribute to the development and implementation of the Service and Team Improvement Plans.
- Support the management and improvement of individual and team performance through case/practice monitoring and file audits.
- To utilise appropriate information and communication technology to ensure the provision of prompt and efficient services and information to service users, partner agencies and other stakeholders and maintain accurate and complete records.
- Represent the team in a variety of settings/meetings.
- To prepare a range of reports which meet National Standards and practice requirements.
- To undertake other duties as reasonably fall within the scope and grade of the post.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Responsibility for Resources

### Employees (Supervision):

Supervision of student social workers and other employees regularly giving instruction.

### Financial:

- Responsibility for the personal possession of others
- Potential budgetary responsibility when negotiating resources as a Social Worker (Level 2).

### Physical:

- Responsibility for confidential manual and/or computer information.

### Customers and Clients:

This post has an impact on people through:

- Decisions on the well-being of individuals or groups of people
- Provision of a service, assessment of needs, arranging appropriate programme of care and welfare
- Implementing Statutory Regulations
- Contributing to the development of Policies and Procedures
- Provision of advice and guidance

**Internal contacts:** All levels of staff within Social Services and Health and partner agencies and Trusts. Trust.

**External contacts:** General Practitioners, social workers, voluntary agencies, job centre plus and other service providers.

## Working Conditions:

The postholder may have to deal with verbal abuse, aggression or other anti-social behaviour from members of the public and may be subject to disagreeable, unpleasant or hazardous situations.

## Characteristics of the post:

- You may be required to work evenings and weekends on a 7 day rota basis should needs of business dictate
- The post holder may have to deal with serious verbal abuse, aggression or other anti-social behaviour from members of the public
- Hold a valid driving license.
- The department operates a smoke free policy.. Where job descriptions require the attendance to service user's homes, we cannot guarantee to protect workers from the effects of passive smoking but all efforts will be made to minimise such exposure, in accordance with the Authority and department policy..
- Employees are encouraged to participate in training activities in order to enhance their

own personal development.

**The employment checks are required:**

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications as detailed in this Job Specification
- Two satisfactory references
- Evidence of a satisfactory safeguarding check, e.g. An Enhanced DBS Disclosure
- HCPC Registration
- Confirmation of medical fitness for employment

**Date completed:** November 2016