

**Job Description****Social Services Department**

Post Title	Adult Services Social Worker – Community Care / Community Resource Team		
Post Number	BG08525	Grade	Grade 8
Base	Various	Hours of Work	37hr (including potential weekend work)
Car User Allowance	Approved	Disclosure	Enhanced
Contact	Alyson Hoskins	Updated	April 15

Principal Job Purpose

To undertake assessment and care management role in relation to vulnerable adults in the Community Care/ Community Resource Teams.

Responsible to: Team Manager.

Responsible for: Assessment and care management service for vulnerable adults and identified carers.

Principal Accountabilities

1. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
2. To undertake the assessment and care management process with vulnerable adults, including identification of risks, in accordance with current policies and procedures of the authority.
3. To promote service user outcomes and support them to live independently in their communities.
4. To promote services which avoid unnecessary hospital admissions and facilitate early discharges from hospital. This may include the requirement to work as part of a discharge team at weekends.
5. To work within multi professional / integrated health and social care hubs to deliver coordinated care provision.

6. To effectively manage social work caseloads and support the work of associated professions such as therapists, community nurses, complex care teams and local hospitals.
7. To empower service users to achieve their potential for independence and where appropriate their wellbeing choices to be met including promotion of tele-care/ assistive technology, intermediate care services and Reablement.
8. To develop effective risk management plans
9. To ensure implementation of individual service user and /care outcomes and monitor the progress in achieving these outcomes and goals.
10. To co-ordinate reviews and services ensuring full participation of service users, carers and families and other relevant professionals.
11. To undertake assessments under the South East Wales Protection of Vulnerable Adults (POVA) procedures.
12. To maintain accurate records of own professional involvement with service users, carers and families in line with the requirements of the Directorate.
13. Work alongside colleagues from statutory and voluntary agencies, through multi-disciplinary assessments and meetings.
14. To act as an advocate on behalf of service users, carers and families with other professionals.
15. To promote awareness among carers of their entitlement to assessments and where required to undertake those assessments.
16. To undertake supervision support and development of unqualified members of the team.
17. To maintain training portfolio and comply with registration requirements of the Care Council for Wales.
18. Comply with all Departmental and Authority policies e.g. Health and Safety.
19. To undertake any additional duties appropriate to the role of social worker as required by the Director of Social Services.

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Diploma/ Degree in Social Work.	E	Y			
Must be registered with the Care Council for Wales	E	Y			
Educated to a masters level in a relevant health and social care field	D	Y			
Other experience					
Previous experience working in Health and/ or Social Care settings.	E	Y			
Previous experience of providing training / briefing sessions to staff / colleagues	D		Y		
Knowledge/Skills					
Knowledge and understanding of recent legislation and good practice in Adult Community Care including the Social Services and Wellbeing Act, outcome based assessments and POVA.	E	Y			
Knowledge and understanding of Complex Care management including Continuing Health Care	E	Y			
Understanding of adult service user / carer needs within an outcomes framework.	E		Y		
Experience of multi-disciplinary working across health and social care partners	E	Y			

2. Special Requirements

2. Special Requirements	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Clear verbal and written communication skills	E		Y		
Strong interpersonal skills	E		Y		
Excellent recording skills including the use of ICT within the work place (i.e. Microsoft Office, DRAIG / SWIFT, Outlook etc)	E	Y			
Ability to work under pressure, including the ability to meet tight deadlines	E		Y		
Able to work independently and on own initiative	E		Y		
Undertaken supervision of unqualified staff	D		Y		
Demonstrate anti-discriminatory practice in work, including commitment to achieving positive outcomes for service users and carers	E		Y		
Be willing to continue professional development	E				Y
Support and develop other members of the team	D				Y
Willing to work alternative work patterns / weekends evenings in line with the Community Resource Team/ Integrated Teams response hours.	E	Y			
Current driving licence and access to a vehicle for work purposes	E	Y			

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓

