



## Job Description

### Social Services Department

<b>Post Title</b>	<b>Social Worker – (Adult Services)</b>		
<b>Post Numbers</b>	<b>BG10590 &amp; BG02723</b>	<b>Grade</b>	<b>8</b>
<b>Base</b>	<b>Agile Worker / ViTCC/Ysbyty Aneurin Bevan</b>	<b>Hours of Work</b>	<b>37</b>
<b>Car User Allowance</b>	<b>Approved Casual</b>	<b>Disclosure</b>	<b>Enhanced</b>
<b>Contact</b>	<b>Alice Evans 07976284597</b>	<b>Updated</b>	<b>March 2021</b>

### Principal Job Purpose

To assess the needs of citizens and carers, you will plan, implement, review and evaluate outcomes. Working for and with individuals, you will take care to understand their unique circumstances and priorities.

Champion the principles of choice and control, you will support people to make their own decisions. Thanks to you, they will be empowered to have services organised and risks managed in ways that are right for them.

To constantly maintain your professional standards as our service continues to develop, you will keep a keen eye on changing needs. From developing and reviewing support plans and provision, to enabling the creative use of resources including assistive technology, you will provide social care that is always fit for the individual.

**Responsible to:** The Team Manager.

### 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 citizens outcomes and support them to live independently in their communities.
4. To effectively manage caseload.
5. To empower citizens to achieve their potential for independence and where appropriate their choices to be met.
6. To develop effective risk management plans
7. To ensure implementation of the citizen and /carer outcomes and monitor the progress in achieving these outcomes and goals.
8. To co-ordinate reviews and services ensuring full participation of citizens, carers and families and other relevant partners.
9. To undertake assessments under the South East Wales Protection of Vulnerable Adults procedures.
10. To maintain accurate records of own professional involvement with service users, carers and families in line with the requirements of the Directorate.
11. Work alongside colleagues from statutory and voluntary agencies, through multi-disciplinary assessments and meetings.
12. To act as an advocate on behalf of citizens, carers and families with other professionals.
13. To promote awareness among carers of their entitlement to assessments and where required to undertake those assessments.
14. To undertake supervision support and development of unqualified members of the team.
15. To maintain training portfolio and comply with registration requirements of Social Care Wales.
16. Comply with all Departmental and Authority policies e.g. Health and Safety.
17. To undertake any additional duties appropriate to the role of social worker as required by the Director of Social Services.
18. Contribute towards the multi-disciplinary approach in clinical meetings, case conferences and clinical discussion.
19. Devise, monitor and review care and support plans as part of the Social Service and Well Being (Wales) Act in conjunction with the Citizen/partner agencies and carers.

## 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 Social Care Wales	E	Y			
Educated to a Masters level in a relevant health and social care field	D	Y			
Approved Mental Health Professional	D	Y			
Previous experience working in Health and / or Social Care settings.	E	Y			
Previous experience of providing training / briefing sessions to staff / colleagues	D	Y			
<b>Knowledge/Skills</b>					
Knowledge and understanding of Complex Care management including Continuing Health Care	E	Y			
Understanding of citizen / carer needs	E	Y			
Experience of multi-disciplinary working	E	Y			
Must be able to demonstrate a thorough working knowledge of the statutory framework for Adult Services, Social Service and Wellbeing (Wales) Act; Mental Health Act/Mental Health measure, Mental Capacity Act and Human Rights Act.	E	Y	Y		
Must be able to demonstrate an understanding of and commitment to promoting citizen directed support; strength based assessments and ability to enable individuals to achieve person centred outcomes.	E	Y	Y		
<b>2. Special Requirements</b>	<b>Essential / Desirable</b>	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period</b>
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, WCCIS).	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
Current driving licence and access to a vehicle for work purposes	E	Y			

<b>3. Welsh Language Requirements</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	✓			

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels

#### 4. 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.

<b>Assessment Method</b>
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	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				

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feedback 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				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	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
<b>Team Working</b>	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
<b>Communicating</b>	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				✓