**Appendix D**

**Job Description**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Title | Senior Social Worker | | | Directorate | | **People** |
|  |  | | |  | |  |
| Post Number |  | | | Division | | **Adult Social Care** |
|  |  | | |  | |  |
| Grade | **Grade 10**  **SCP 38 - 41** | Salary |  | | Section |  |
|  |  | | |  | |  |

|  |  |
| --- | --- |
| Reports To | **Assistant Team Manager/Team Manager** |

|  |
| --- |
| **Purpose of the Job:** |
|  |
| As an exemplary practitioner, provide leadership and professional knowledge to colleagues; promote innovation, model and facilitate reflective practice.  Work with vulnerable adults who have complex needs to assess their needs using a Strength Based and Enabling model. Promote Community development & support wherever possible. Develop support plans when appropriate to enable Adults and their carers to achieve an optimum level of independence, to devleop and maintain relationships and be vauled members of their community.  Demonstrate professional commitment and a high level of knowledge, critical thinking, communication skills and creativity, in order to support people to achieve positive outcomes and a good quality of life.  To undertake leadership roles and deputise for the ATM and TM and lead on Safeguarding Enquiries as required. To have responibility for the supervision of junior staff as identified by the Team Manager. |

|  |
| --- |
| **Key Accountabilities:** |
|  |
| In adition to the accountabilities, competencies and tasks required of a qualified Social Worker the Senior Social Worker will:   * Maintain fitness to practice by meeting the requirements of the Professional Regulator and uphold the reputation of the profession and the Council. * To practice as an autonomous professional, exercising professional judgement and operating within the legal and ethical bounds of social work as well as the requirements of the current Social Work Regulator and the Code of Conduct. * Lead, supervise and mentor less experienced social workers (scale 8) ASYE/trainee social workers and social care co-ordinators and students, supporting them to reach appropriate decisions, overcome difficulties and resolve dilemmas. * Provide supervision to designated staff in accordance with the Regulatory Body’s requirements for continuous professional development. This may include being responsible for identifying and helping to resolve poor practice . * Proactively use supervision which includes reflective practice as well as organisational and management aspects of the role. * Provide professional opinion, giving rationale and knowledge base. * Deputise for the Assistant Team Manager/Team Manager as appropriate. * Inform, guide and model good practice in the application of antidiscriminatory practice, supporting others to recognise and challenge discrimination. * Integrate the principles of social justice, social inclusion and equality into practice, enabling access to independent advocacy where appropriate. * Have detailed knowledge of legislative framework of Adult Social Care and to be able to communicate legislative issues to other professionals and agencies, with a focus on key legislation such as The Care Act, MCA, MHA & Human Rights. * Have a critical knowledge and practical experience of a range of theories and models of social work interventions with individuals, families, groups and communities and the methods derived from them. * Work in partnership with people who use services and carers, respecting their views and promoting participation in decision making wherever possible, whilst recognising how and when self determination might be constrained (by law). * Maintain confidentiality. * Establish and maintain a safe practice environment. * Have responibility for a specicialist area eg Leadership, Best Iinterest Assessor; Mental Capacity Act, Practice Educator; Practice Development, Approved Mental Health Practitioner etc. * Ability to work at the PCF level of experienced Social Worker in day to day practice and support others to develop to this level. * Represent the Directorate in Social Work matters in a way which promotes confidence in the authority and the Social Work profession. * Undertake duties in accordance with Directorate policies, procedures and guidance. * Take responsibility to ensure partners in Children’s services are alerted if you become aware of any concerns in relation to the Safeguarding of Children. |

|  |  |  |
| --- | --- | --- |
| **Specific Accountabilities:**   * Manage and monitor a workload of complex cases involving risk and organise work activities taking into account the need to prioritise tasks and responsibilities. * Make threshold decisions about Safeguarding Concerns and lead Safeguarding Enquiries, implementing Dudley’s Adult Safeguarding Policy & Procedures whilst applying the principles of Making Safeguarding Personal. * Contribute to a busy Duty system & when necessary make decisions to support or deputise for the Assistant TM/TM. * Chair and facilitate planning and review meetings as required by Assistant Team Manager/Team Manager. * Contribute to the resource/ budget management process. * Use a range of methods to communicate effectively with Adults who use services, eliciting the needs, wishes and feelings of all involved. * Undertake interviews, assessments, observations using appropriate frameworks and applying information gathering skills to formulate plans to meet assessed needs consistent with the function of the team. * Select, use and review timely and appropriate social work interventions that are best suited to the person and their carer, including a Strength Based Approach & the promotion of independence through Direct payments & Personal Budgets. * Be responsible for the coordination, implementation and review of support plans where necessary and respond in a timely way to changes in circumstances. * Work in partnership with people who use services, their families and a wide range of other stakeholders to ensure the provision of quality, innovative services. * Contribute to the development of community resources and have knowledge of local resources, groups and networks that may contribute to enhanced outcomes for people. * Take responsibility for identifying your own learning needs, taking responsibility for improving your practice through appropriate continuing professional development. * Make proactive use of supervision (in line with Dudley’s Supervision Policy) to critically reflect on practice, explore different approaches to your work, support your development across the PCF’s for experienced Social Workers and understand the boundaries of professional accountability. * Contribute to the development of the organisations information strategy and systems, with particular priority given to maintaining data quality. * Share information in ways that meet legal, ethical and agency requirements. * Record information in a timely, respectful and accurate manner, writing records and reports for a variety of purposes and audiences, using language suited to function and using the required information management systems. * Operate within the legal framework, departmental policies and procedures and demonstrate a clear understanding of their practical uses. * Comply with the Council’s Financial Regulations and Standing Orders. * In addition to the responsibilities above, all employees must be flexible in their approach and undertake other duties that are commensurate with their grade in order to achieve the objectives of the Directorate. | | |
| Health & Safety: You must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. You are also required to comply with the Council’s Health and Safety Policies and take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions. Where the Council has a statutory duty with regard to health and safety you are required to cooperate with the Council and it's managers and officers so far as is necessary to enable the Council to meet that duty. This includes using equipment and substances in accordance with training and instruction and the reporting of serious dangers to your own or others safety.  As an employee you shall not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. | | |
|  |  | |
| **Special Conditions:** | * The post is subject to the DBS process. * Driving licence will be subject to checking with DVLA. Council Policy is to have Business Use Car Insurance cover and a valid MOT certificate for cars over 3 years old. | |
| **Car Mileage:** | As outlined in the Council’s collective agreement 2012. | |
|  |  | |
| **Prepared By**  **(Section/Mgr):** |  | |
|  |  | |
| **Review Date:** |  |