

Job Title: Social Worker
Department: Adult Social Care
Grade: Newly Qualified SO2
Responsible to: Practitioner manager/Team Manager

Main Purpose of Post

- To provide social work and care management interventions for adults in need of social care.
 - To work with people to promote positive change and independence and to prevent harm, by using social work methods, models and tools.
 - To have knowledge of, and apply, appropriate legal and policy frameworks and guidance in making professional judgements in relation to individual cases.
 - To undertake individual assessments and to plan and design individual support plans.
 - To ensure the delivery of services identified in support plans. To ensure that regular monitoring and review of support plans is carried out.
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Key responsibility areas:

1. In the first twelve months of employment with Lambeth, to manage a protected caseload (10% reduction to be managed locally), which includes vulnerable users and/or those with complex problems, taking action where necessary to protect the users and others in emergency situations. To co-work cases of increasing complexity with more experienced staff during this period.
2. To make appropriate assessments of individual social care needs, within specified time limits and in collaboration with the service user, their carers, health and other relevant agencies.
3. To apply relevant eligibility criteria and give information about any likely cost of services as well as giving appropriate advice on welfare rights entitlements and maximisation of income.
4. To plan relevant responses to meet individual needs in collaboration with relatives, carers, advocates and representatives, health and other agencies.

5. To ensure that the support plan includes a clear statement of agreed goals for each service/resource to be provided, together with clear specifications for each service provider.
6. To initiate packages of care, within established financial limits, and provide on-going co-ordination and care planning.
7. To co-work assessment and planning for safeguarding adults alongside more experienced social workers, working in line with any relevant policy, procedure and guidance. (NQSWs are not expected to hold safeguarding adults cases on their own).
8. To recognise and act on safeguarding concerns relating to children, and contribute to the response to such concerns.
9. To apply the Mental Capacity Act 2005 to work done, where required. This may include assessing capacity for decision making and contributing to best interest decisions.
10. If required attend Court as a witness.
11. Recommend, in conjunction with a more senior social worker, the Authority to take legal action in appropriate cases and within relevant financial delegations.
12. To maintain financial awareness in relation to the delivery of equipment, minor adaptations and assistive technology with a view to value for money being delivered and to authorise expenditure up to the agreed limit.
13. To assess, review and order items of Assistive Technology and support installation.
14. To ensure all financial assessments are requested as appropriate and to forward all relevant documentation as necessary.
15. To assist users and carers to play a full part in the social care process by extending to them advice, support and guidance including access to translation, interpretation or advocacy services.
16. To maintain up to date case records, using appropriate information technology and case management software, in line with national and local policies, practices and procedures and to write reports to a professional standard.
17. To inform management of specific needs that cannot be met due to unavailability of resources or because of inadequate financial provision.
18. To be responsible for the collation of identified information required for the monitoring of performance and quality.
19. To resolve or contribute to the investigation and resolution of complaints, Member's Enquiries or Local Government Ombudsman enquiries.

20. To act on telephone queries from the general public, service users, carers, health care professionals and housing officers etc. .
21. To assist with access to appropriate grants from charitable bodies for funding for individual service users and/or their carers.
22. To report any incidents that indicate a service user may be experiencing harm or that damage the reputation of the council.
23. To prepare and present reports and assessments to meetings of colleagues, reviews and panels, as well as legal proceedings.
24. To develop and share knowledge of local resource networks.
25. To keep up to date with legislation, policies and procedures and to attend relevant training as required.
26. Commitment to undertaking and successfully completing the ASYE pertinent to professional registration and in line with the College of Social Work Professional Capabilities Framework.
27. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
28. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Mental Capacity Act, Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
29. NQSWs to be able and prepared to undertake the Assessed and Supported Year in Employment (AYSE) scheme. This requires:
 - Attending quarterly personal development planning meetings as part of the ASYE programme.
 - Completing a portfolio of evidence following ASYE guidelines and supported by experiences in the field to include case studies, direct observations, learning and development plan, attendance at workshops and mandatory training (please refer to the ASYE Handbook for further scheme requirements).
 - Attending and being an active participant in fortnightly supervision in the first three months of commencing employment with their line managers in accordance with the ASYE Programme.

30. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

31. To carry out the duties and responsibilities of the post with full regard to the Council's Equal Opportunities Policy and any other council policies and good practice and guidelines and adhere to the Code of Conduct .

32. To undertake other duties (within the post's scope of responsibilities) which might be reasonably requested from time to time.

PERSON SPECIFICATION
Newly Qualified Social Worker SO2

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Two Ticks” (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification	Q1	Professional qualification in social work and must be registered with the Health & Care Professions Council (or any successor body)	A✓
	Q3	Commitment to continuing professional development.	
Key Knowledge	K1	The legal, social and economic context of social work practice.	
	K2	Knowledge of the NHS and Community Care Act 1990 and other statutory instruments, policies, procedures and issues relevant to adult social care.	A✓
	K3	Relevant theories and knowledge of social work practice.	
Relevant Experience	E1	Experience of working with adults with social care needs.	A✓
	E2	Experience of undertaking assessments, developing care plans, identifying risks, and monitoring outcomes in line with relevant legislation.	A✓
Core Behaviours	B1	<p>Communicates Effectively is about how we talk, write and engage with others. It’s about using simple, clear, and open language to establish positive relationships with others. It’s also about how you listen and make yourself open to conversation.</p> <ul style="list-style-type: none"> • Listening for information from my manager and the council that can impact on your work • Sharing and passing vital and new information and reflecting back understanding • Targeting the message to the audience, ensuring that everyone can access the information. 	A

	B2	<p>Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.</p> <ul style="list-style-type: none"> • Ensuring anyone who calls me receives the best response that can be given even if it is not my area of work • Being approachable and positive for my area of work and other services • Showing empathy to help people inside the council as well as outside 	A✓
	B3	<p>Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better</p> <ul style="list-style-type: none"> • Working with my manager to develop my skills and knowledge • Looking for opportunities to move forward • Getting my work done to the best of my ability with the resources and finances we have. 	
	B4	<p>Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> • Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it • Actively engaging in one-to-ones, appraisal process and team meetings • Take opportunities to learn new skills and develop ourselves 	

	B5	<p>Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> • Finding out what other colleagues do and working closely with them • Networking with other teams to seek out mutually beneficial ways of working • Being a good team player and stepping in to assist manager or colleagues during absences 	
Other		Displays capability across the range of domains of the Social Work professional Capabilities Framework and/or the relevant: Knowledge and Skills Statements.	
		Meet the requirements of the Learn to Care / Skills for Care / SCIE National Safeguarding Framework for safeguarding adults at level A, or the equivalent in any replacement for that framework.	

