



London Borough of Lambeth
JOB DESCRIPTION

Job Title: Social Worker
Cluster: Delivery
Sub-cluster: Adult Social Care Delivery
Grade: PO1 – PO3
Responsible to: Practitioner Manager or Team Manager
Responsible for: Not applicable

Main Purpose of Post

To promote positive change in people's lives by using social work methods, models and tools, with the aims of helping them to be as independent as possible and to manage risks of abuse and neglect

To make professional judgements in the context of the relevant legal and policy frameworks

To work with people to carry out assessments of their needs for care and support, to plan how those needs will be met, to support them with putting those plans in to action, and review those plans and reassess needs

To carry out adult safeguarding enquiries, support the work of others involved in these enquiries, and to support people with care and support needs to develop and put in to action safeguarding plans appropriate to their wishes and circumstances

Key responsibility areas:

1. To manage a caseload of people with care and support needs and carers with support needs.
2. To carry out assessments of the care and support needs of people, and the support needs of carers of people with care and support needs, and for these to be done in line with the expectations of the Care Act 2014 and the regulations and statutory guidance that go with it.
3. To work with people to plan how their care and support needs or, in the case of carers, their support needs might be met. This will involve identifying eligible needs and needs that will be met by the local authority.
4. To carry out financial assessments relating to care and support services, or make sure these are done.
5. Giving people who may have care and support needs or who are carers information about any likely cost of services, welfare rights entitlements, and any other relevant information and advice

6. Where working with a person whose care and support plan, or support plan for a carer, involves services provided or arranged by the local authority, to make the arrangements for these to be put in place.
7. Subject to having had the necessary training, to assess and arrange provision of simple equipment, items of assistive technology and minor adaptations for people with care and support needs. To advise on or oversee installation and use and to undertake reviews of these.
8. To carry out reviews of care and support plans and support plans for carers.
9. To reassess the needs of people with care and support needs and of carers of people with care and support needs.
10. To recognise and act on safeguarding concerns relating to children and to adults with care and support needs, and contribute to the response to such concerns.
11. To undertake safeguarding adults' enquiries and develop safeguarding plans, ensuring that your work is in line with the relevant policy, procedure and guidance. To support others involved in safeguarding enquiry work, including the person experiencing or at risk of abuse and neglect, their family and friends, and colleagues both within the Council and in other organisations.
12. To apply the Mental Capacity Act 2005 to work done, where the situation requires it. This may include assessing capacity for decision making, making and contributing to best interest decisions, and making applications to and representations at the Court of Protection,
13. Attend court as a witness, as required.
14. Make recommendations to the Council to consider legal action, where appropriate.
15. To work with people with care and support needs, and their carers, in ways that help them be as involved as possible with that work. This will include making sure they get the advice, support and guidance they should have, and may include making sure they have access to translation, interpretation or advocacy services.
16. To meet the organisation's requirements in regard to record keeping, including that required for the monitoring of performance and quality.
17. To identify where needs cannot be met due to unavailability of resources or because of inadequate financial provision, and to make your manager aware of this.
18. To be responsible for the collation of identified information required for the monitoring of performance and quality.
19. To contribute to the investigation and resolution of complaints, Member's Enquiries or Local Government Ombudsman enquiries, and play a part as needed in identifying and acting on the lessons learned from these.
20. When serious occur, to take actions to address the immediate situation, if appropriate, and to make your manager aware.
21. To prepare and present reports and assessments to meetings of colleagues, reviews and panels, as well as legal proceedings.
22. To keep your skills and knowledge up-to-date, in order to be able to meet the requirements of your role and to maintain requirements of professional registration. This will include keeping up-to-date with relevant law, regulations and guidance, and acting in line with it.

23. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in groups and task teams, some of which may involve working across disciplines, or with colleagues from across the Council and partner organisations.

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

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 for all work to be carried out in line with the Public Sector Equality Duty.

25. To undertake other duties within the post's scope of responsibilities that might be reasonably requested from time to time.

PO2 key responsibility areas

As above, plus:

- To be carry out effective work in more complex cases, for example those where may be any one of
 - the person with care and support needs avoids, withdraws from, or refuses contact or assistance
 - mounting concerns or escalating risk
 - constraints such as limited options or difficulties in accessing salient information
 - situations that involve managing trade-offs or knock-on effects
- Effective work in such complex situations includes
 - Achieving concrete results through the application of a detailed knowledge of a wide range of legislation and policies
 - Contributing to work across networks, communities and agencies
 - Influencing change in the lives of people with care and support needs and their carers through relationship-based work
 - Practice that is demonstrably evidence-informed
 - Work that evidences sound decision-making, that is done with an appropriate level of independence and autonomy
- Developing some specialist knowledge and skills in an area such as practice education, mental health, mental capacity or research methods

PO3 level key responsibility areas

As per PO2 level, plus:

- To be able to carry out effective work in the most complex and challenging cases, for example those with two or more of the following characteristics
 - multi-agency input
 - complex family or organisational dynamics
 - serious hostility and conflicts of interest
 - multiple problems or disadvantages
 - multiple and significant risk factors
 - the need to take into account the public interest
- Effective work in such complex and challenging situations includes
 - Co-ordinating work across networks, communities and agencies
 - Being able to take the initiative, to form constructive alliances and to act as a change agent
 - Applying skills appropriately around management of self and professional identity
 - Working with appropriate independence, which will involve collaborating on equal terms with members of other professions
- Contributing to the development of services, policies, practice and research

**PERSON SPECIFICATION
Social Worker PO1 – PO3**

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| <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 “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✓ |
| Key Knowledge | K1 | Knowledge of the Care Act 2014 and other statutory instruments, policies, procedures and issues relevant to adult social care. | |
| | K2 | Knowledge of social work theories and values, and how to apply these in practice. | |
| | K3 | Thorough understanding of issues relating to people with care and support needs and their carers | A✓ |
| Relevant Experience | E1 | Experience of undertaking assessments of adults with care and support needs, developing care and support plans, identifying risks, and monitoring outcomes PO1: Successful completion of the ASYE programme | A✓ |
| | E2 | Experience of undertaking safeguarding adults enquiries. | A✓ |
| | E3 | Experience of assessing mental capacity and making best interests decisions, in line with the Mental Capacity Act 2005. | A✓ |
| | E4 | PO2: Extensive experience of successfully holding more complex cases. This will mean those at PO1 level will be building their experiences and skills toward this level. | A |
| | E5 | PO3: Extensive experience of successfully managing the most complex and challenging cases. This will mean those at PO2 level will be building their experiences and skills toward this level. | A✓ |

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| <p>Core Behaviours</p> | | <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 | |
| | | <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 | |
| | | <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 | |
| | | <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> | |

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| | | <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. | |
| | | <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 | |
| Other | | Displays capability across the range of domains of the Social Work professional Capabilities Framework and/or the relevant Knowledge and Skills Statements | |