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| Service and job specific context statement | |
| **Directorate:** | Health and Adult Services |
| **Service:** | Care & Support - Practice & Personalisation |
| **Post title:** | Senior Social Worker |
| **Grade:** | L |
| **Responsible to:** | Principal Social Worker - Adults |
| **Staff managed:** | None |
| **Date of issue:** | 24th February 2016 |
| **Job family:** | **C&S - Care & Support** |

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| Job context |
| * The Care Act was the most significant change in social care legislation in 70 years. The Act introduced a number of new duties for local authorities, including the wellbeing principles and statutory responsibilities to carers and safeguarding adults at risk of harm or neglect. The Act also introduced a new national eligibility criteria for adult social care. The Act represents a shift in social work practice and emphasises personalisation in social work practice, where assessment is considered an intervention and where social work practice should take account of the individual strengths of the person, their family and friends and wider community. * You will work as part of the team under the Head of Practice and Personalisation. The focus of this team is to implement the requirements of the Care Act and the transformation of social care/social work adult services in North Yorkshire. The team will build upon the successful implementation of personalisation and self-directed support in Health and Adult Services and support locality teams in improving their performance and outcomes for personalisation. * A key challenge will be ensuring that developing social care/social work practice across the whole of Care and Support. * Enhanced DBS clearance is required.   In this role you will: -   * Work across Health and Adult services including mental health. * Work with the Principal Social Worker to embed the new approach to strength based assessment, review and creative support planning. * Be responsible for quality assuring social care practice across the county. * Work as part of virtual team, the focus of the team is to improve the quality of practice and performance through the development of the new approach to assessment, review and support planning. * Work with the Principal Social Worker in delivering and developing the Peer Support and specific practice sessions ensuring that practice is Care Act compliant. * Champion best social care/social work practice across Health and Adult Services within a framework of best value. * Develop and implement a range of quality assurance tools, which consider practice, risk and complexity. * Support the implementation of the ASYE across adult social care. * Act as a long arm practice educator across adult social care services. * Hold a number of portfolios where you will identify the key practice issues and report to your line manager the implications for Care and Support. * Provide information, advice and guidance to other members of staff on social care practice issues as required. * Be aware of the key developments in social care/social work practice for example NICE guideline and will report the implications of these to the Principal Social Worker. * Work with adults with care and support needs and carers to co-produce of key elements of assessment, review and support planning across multiple channels for example online and within the electronic client databases. * Deputise for the Principal Social Worker at relevant meetings and forums. |
| Career progression |
| There a number of routes for progression from this post. Senior Social Workers may wish to pursue a career in management and would be able to apply for Team manager vacancies within the organisation when they arise. They may also wish to pursue a career that is more practice related and would be able to apply for the Principal Social Worker (adults) position when a vacancy arises. |

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| Structure |
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| STRUCTURE:  Business Development Officer x 1  Grade M  Business Development Officer x 1  Grade M | Social Work Professional Learning Team  Head of Practice and Personalisation        Principal Social Worker – Adults x1  Grade N  Liquid Logic Project Office x1  Grade M  Care Services Manager – Customer Service Centre x1  Grade N    Senior Social Worker – Adults x4  Grade L |

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| Job Description | |
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| Job purpose | To build upon the successful implementation of personalisation and self-directed support in Health and Adult Services and support locality teams in improving their performance and outcomes for personalisation. The role is integral to improving and monitoring of the quality of social care/social work practice and the implementation of strength based approaches to assessment, review and support planning, ensuring the adults with care and support needs and carer’s outcomes are achieved. The postholder will manage specific portfolios and will have responsibility for developing and disseminating specialist practice, process and performance knowledge and skills to staff within the team and will provide specialist advice. |
| Operational management | * Work with Operational teams in developing a safe and clear understanding of the Care Act requirements and implications for social care/social work practice. * Support the Principal Social Worker in their role as the lead professional for adult social care in North Yorkshire County Council. * Support the Principal Social Worker in undertaking quality monitoring of adult social care/social work practice through the review of assessment, review and support planning in accordance with timescales and other quality standards agreed in local procedures alongside other procedures. * Ensure that support planning reflects the personal, familial and community assets or strengths of the adult with care and support needs or carer and that the principles of best value are consistently applied. * Ensure that the national eligibility criteria is consistently applied and that due consideration is given to the wellbeing principle. * Report to the Principal Social Worker any areas of concern around practice, performance or concordance with the Care Act. * Ensure the Principal Social Worker is aware of any issues and assist in developing, implementing and managing improvements in practice within Care and Support teams and their interfaces with other professionals in relevant agencies. * Ensure locality and performance teams have processes in place to support the Performance framework and highlight interventions and trends in social care/social work practice. * Report to the Principal Social Worker any issues of particular risk to adults with care and support needs or cares or services which might attract attention from Members or the media. |
| Communications | * Communicate effectively with other practitioners and professionals to ensure required outcomes are achieved. * Provide professional information, advice and guidance as required. * Represent North Yorkshire County Council as required with internal and external customers. |
| Partnership / corporate working | * Establish and develop positive and supportive relationships with relevant staff at all levels within the council, health service, higher education institutions and other partners to promote effective joint working arrangements. * Assist the Principal Social Worker in developing pro-active partnership working, acknowledging that some interactions will be of a highly sensitive and contentious nature. * Deputise for the Principal Social Worker, as required in representing the Directorate on national and regional groups for practice and personalisation. * Promote social care/social work values, principles and best practice amongst adults with care and support needs, carers and the wider public and work with the Information office and other relevant groups and boards to ensure that information, advice and guidance about Health and Adult Service, advocacy and the prevention services on offer is widely available and that Accessible Information standards are in place. * Liaise with the Workforce Development Unit in the planning and delivery of relevant training to staff within Care and Support. * Assist the Principal Social Worker in ensuring that key messages from national research and national initiatives and their implications for practice in Care and Support are highlighted to the Health and Adult Services Leadership Team. |
| Resource management | * Identify and report any areas of concern to the Principal Social Worker in relation to practice, ASYE arrangements or performance. * Provide day-to-day information advice and guidance to staff across Care and Support. * Be a long arm Practice Educator for social work students who are placed in or visiting the team as agreed with Principal Social Worker * Support the Principal Social Worker in ensuring that training delivered meets required standards and reflects current best practice. |
| Systems and information | * Ensure that practitioners utilise the current business processes to support the Adult Social Care function in relation to case recording, financial monitoring, ICT. * Assist in the collection of client data and make appropriate use of IT systems. * Contribute to the ongoing improvement and development of Adult Social Care processes and systems in conjunction with the Principal Social Worker. * As agreed with the Principal Social Worker, assist in the timely and accurate collection of performance data using the appropriate IT systems and processes. |
| Safeguarding | * Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate. * Undertake Safeguarding Adults Investigations, as delegated by the Principal Social Worker in line with procedures. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge and understanding of effective assessment and care management services. * Knowledge and understanding of social care policy developments and good practice at a local and national level * Knowledge of community, residential and day services for adults with social care needs. * Good working knowledge, understanding and application of the Care Act and regulations. * Knowledge and understand of other relevant legislation for adult social care, for example the Mental Capacity Act and Human Rights Act * Knowledge of statutory requirements, including requirements in respect, equality and anti-discrimination legislation, data protection and confidentiality. * Knowledge and understanding of how Equality & Diversity, Dignity & Respect and Human Rights will apply to this role. * Understanding of information for internal stakeholders and external partners. * Understanding of quality and service standards at a multi-agency level. | * Have an awareness and understanding of financial systems and budget management. |
| Experience   * Demonstrable experience of adult social care operations and management in a local authority, major independent service organization or equivalent. * Demonstrable experience of undertaking complex assessment of health or social care needs in a community setting. * Experience of applying asset and strength based approaches into practice * Demonstrable experience of initiating the appropriate statutory and other actions required to undertake adult protection investigations. * Experience of working positively in a changing environment. * Experience of working with management information. An understanding of the performance assessment framework and ability to understand and analyse trends * Experience of promoting the achievement of equality standards throughout the organization | * Experience of working with and implementing organizational culture change strategies * Relevant experience in the management of specific resources in a changing organisational environment, including human and financial resources. |
| Occupational Skills   * Ability to work independently using experience and initiative. * Ability to work well with others to promote Directorate and Health and Adult Services policies and objectives. * Ability to contribute to an annual service performance plan and monitor standards to facilitate continuous improvement. * Excellent communication and presentation skills. Ability to use persuasion, influencing and/or negotiation techniques to influence others. * Resilience skills. Works productively in a pressurised environment and supports others to do so. Ability to act calmly during difficult circumstances and recovers quickly from setbacks. * Effective time management and planning skills, meets deadlines * Effective written communication skills – communicates effectively in writing to produce documents in a range of formats and styles to suit a range of audiences. Excellent case recording and report writing skills. * Decision making skills – can make decisions within own area of responsibility which may involve considering risks. * Ability to monitor quality and service standards. * Good IT skills including use of email, intranet, internet, word, excel and inputting date into the Council’s assessment system. * Flexibility and adaptability. * Problem solving skills – uses creativity and innovation to generate solutions to problems. * Resource Management skills * Planning and project management skills. * Ability to respond to a changing environment and performance demands – flexible and adaptable. * Creative and Innovative. * Highly motivated. * Open manner, with the ability to work well with colleagues at all levels in the organisation. * Effective leadership skills and the ability to promote Directorate and Adult and Community Services operational policy and objectives. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Educate to degree level or equivalent with a professional social care qualification. E.g. Degree in Social Work, DipSW, CQSW. * Professional registration with the HCPC * Practice Educator or equivalent qualification | * Best Interest Assessor Training * Approved Mental Health Professional qualification |
| Other Requirements   * Ability to travel across the County. * Ability to attend meetings outside of normal business hours. |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

**You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.**