

Job Title:	Social Worker
Reports to (job title):	Team Manager
Line Manager to:	N/A

Job purpose

As part of an integrated Health and Social Care organisation, the social work service plays a key role in meeting the needs of the people in Bath and Northeast Somerset.

Social workers within HCRG Care Group are responsible for carrying out the delegated responsibilities given to us by B&NES Council, namely: to undertake assessments and reviews with vulnerable adults and their carers, and to work with service users to create care and support plans which meet their needs. They also carry out s.42 Safeguarding enquiries, Mental capacity assessments and all other statutory requirements under the Care Act 2014 and Mental Capacity Act 2005.

This post will cover working particularly with autistic adults of any age and their carers, including transitions work from children services into adulthood.

Key responsibilities

Key Responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

The key responsibilities of social workers in HCRG Care Group are as follows:

- To undertake assessments and reviews of people with care and support needs and carers in accordance with the principles of the Care Act 2014, including those placed outside of area, but under BANES duty of care.
- To create care and support plans which appropriately meet the needs of people with care and support needs and carers.
- To make proposals of care packages and associated costs and present this to funding panels as appropriate

- To undertake section 42 Safeguarding enquiries, complete safeguarding reports and work in accordance with *Making Safeguarding Personal* principles, including coordinating Safeguarding meetings, working in accordance with local multi-agency safeguarding policies and procedures.
- To work in accordance with ‘strengths based’ principles at all times, focusing on promoting independence and utilising community resources wherever possible.
- To undertake Mental Capacity assessments and, where appropriate, complete Best Interests Decisions in accordance with the Mental Capacity Act 2005.
- To undertake risk assessments and work to reduce risk or engage with the person and MDT in well considered positive risk taking strategies.
- To undertake assessments of people who self-neglect, sometimes taking the lead role, in accordance with local multi-agency policies and procedures.
- To chair meetings such as care planning meetings, best interest meetings and multidisciplinary meeting.
- To manage a caseload which will include complex cases and to work independently and effectively, under the general supervision of a Team Manager who is as well a qualified social worker.
- To assist with any duty response as part of the everyday social work role
- To support students and other colleagues within the team, particularly those who are less experienced.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Qualified social worker (Social work degree, Diploma in Social Work, CQSW or equivalent)
- Registered with Social Work England, as the appropriate statutory body
- Relevant experience of social care within an adult social care statutory role
- Good knowledge of relevant legislation, e.g. Care Act and Mental Capacity Act
- Good understanding of strengths-based social work principles
- Good understanding of safeguarding legislation and principles, and procedures relating to self-neglect
- Committed to continuous professional development
- Good report writing and IT skills
- Ability to work effectively within practice guidelines and procedures
- Good analytical and presentation skills
- Good understanding of organisational requirements, and ability to contribute to meeting team performance targets and standards
- Good organisational and time management skills, including an ability to work successfully to competing deadlines

Desirable

- Experience of working in a setting similar to the specific post applied for (e.g. learning disabilities social work team; mental health team, autism)
- Experience of undertaking a wide range of social work / social care duties, including duty tasks
- Experience of undertaking s.42 enquiries
- Experience of undertaking mental capacity assessments and following Best Interests processes
- Successful completion of 'Assessed and Supported first Year in Employment' (ASYE) (for those who have one year or more post-qualifying experience)



Job Description

Employee signature

Manager signature

