

ROLE PROFILE

Job Title	SOCIAL WORKER (Level 1) – Newly Qualified	
Directorate	People	
Service	Adult Social Care and Health	
Accountable to	Team Manager/ Senior Practitioner	
Grade	F	
JE Code	JE0345	Competency Level 2

Purpose of Role

To carry out the duties of a professional Social Worker within Adult Social Care. To assess the needs of adults and determine if they meet the Milton Keynes eligibility criteria for receiving social care. To assess the needs of their families and informal carers. To analyse information and ensure timely and effective interventions to meet eligible needs. To make sure that support plans are developed and implemented that ensure the adult's safety, well being and independence in order to lead a fulfilled life. This is to be completed in accordance to the terms and guidance of the relevant legislation and professional code of practice.

Key Objectives (list what outcomes are essential)

1.	Assess the needs of adults. Providing clear evidence which fairly and accurately determine the level of need and outcomes identified with the service user.
2	Ensure that any interventions or services support the service user in way that enhances their independence, choice and wellbeing
3	Monitor and review support plans and services in place to ensure that eligible needs are met in a way that the service user has determined
4	Balance the varying demands of a caseload, maintain accurate individual case records and ensure that all required reports are completed to agreed timescales.
5	Participate in supervisory meetings and appraisals with team manager and/or a senior member of staff on a regular basis ensuring that the line manager is adequately informed about cases and practice; be responsible for development and identifying training needs.

6	Support Safeguarding investigations and other specialist assessments specific to the service area and level of training and career grade of the post holder.
7	The post holder works closely with other agencies and services in a co-operative way, sharing information and planning care together to meet the needs of the adult holistically.
8	To ensure the efficient and effective use of resources to meet identified outcomes proportionate to levels of need and eligibility.
9	If newly qualified and new to local authority employment, successful completion of 6 months probationary period.

Scope

As a newly qualified social worker, the post holder will be supported in the first 6 months to develop and establish their professional role and become competent in relation to local systems, policies and procedures. It is expected that the post holder will require significant levels of supervision. Providing that the probationary requirements are successfully completed, progression will be in accordance with the Adults Social Work Progression Scheme.

The post holder will be working closely with adults and their families and carers to assess eligibility for social care services and identify Community Care needs. The post holder will use their professional skills to carry out person centred and outcome focused assessments, in line with the assessment framework

The post holder will also work in partnership with other statutory agencies as well as the private and voluntary sector, carers and advocacy groups.

The post holder will contribute to complex assessments for example in safeguarding investigations which will require close liaison with a range of organisations.

The post holder will work in partnership with support planners to develop, validate, implement, monitor and review the effectiveness of support plans and interventions to improve the safety, well being and independence of the person.

The post holder will be part of a multidisciplinary team and is expected to participate and contribute to team meetings and the development of their team and the wider service.

Within the framework of professional accountability and professional line management the post holder will be supported to develop excellent assessment, analysis and judgement skills to ensure good outcomes for service users. With support from the line manager, the social worker will work in an authoritative and systemic way with the whole family and key services to improve outcomes for the service user.

The role requires regular liaison with colleagues across the directorate, the Council and partner agencies. The post holder will work alongside other agencies and family services to provide a comprehensive range of support services and solutions.

The post holder's recommendation will inform the allocation of resources for individual service user. It is essential that these recommendations are informed and well evidenced as the outcome will inform spending of the social care budgets.

Work Profile

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- Undertake the Council's duties in relation to the NHS and Community Care Act and other legislation which places a responsibility on the MKC.
 - Undertake initial and re-assessments of the needs of adults with community care needs who meet eligibility criteria.
 - Keep timely, accurate and detailed records on the relevant systems.
 - Ensure that all assessments accurately reflect needs and are person centred and outcome focused.
 - Undertake assessments of the needs of informal carers and work with them to support them in their caring role.
 - Monitor and review support plans to ensure that they continue to be both effective and person centred
 - With support, respond appropriately in dealing with emergencies and crisis situations, ensuring that arrangements are in place to keep people safe and well. Where ever possible responses should be proactive with the post holder being able to competently anticipate risks.
 - To support safeguarding investigations and other specialist assessments as required.
 - To manage a caseload and ensure that work is completed as agreed with line manager and performance targets are met.
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PERSON SPECIFICATION

In this section the **Skills, Knowledge, Qualification and Competency** requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

Awareness some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

Significant knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

Extensive knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

PERSON SPECIFICATION	Examples specific to role	Required		Level			Method of Assessment interview, testing, reference
		Essential	Desirable	Awareness	Significant	Extensive	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	Social work qualification (DipSW, CQSW, Degree in Social Work or equivalent) Registered with the GSCC	X X					Application form
Planning and organising work	Ability to analyse, summarise and write/ record relevant information clearly and concisely so that it is easily understood by users and colleagues Excellent verbal and written communication skills Good IT skills	X X X			X X	X	Interview and test
Planning capacity and resources	Able to manage own work, prioritise, plan and use time efficiently To be able to act on initiative, and with support to respond to emergency and crisis situations Flexible and willing to support other staff when need arises	X X X			X X		Interview and test

Influencing and interpersonal skills	<p>Ability to work as part of a team including working co-operatively with other professionals and agencies</p> <p>To be able to engage with service users, families and carers with diverse needs to ensure meaningful and productive interventions are developed and agreed.</p>	X			X		Interview and test
PROBLEM-SOLVING Using initiative to overcome problems	<p>Skills and knowledge in listening to adults with complex needs, observing and making informed decisions based on information received and assessed</p> <p>Able to collect, analyse and make judgements about complex information.</p> <p>Able to develop, implement and monitor outcome focused support plans.</p> <p>Able to be person centred and treat all with respect and with empathy</p> <p>Ability to question, challenge, solve problems and complete tasks</p>		X	X		X	Interview and test
Managing risk	<p>Able in consultation with manager, to make considered decisions, analyse and evaluate complex information in risky situations.</p> <p>Ensure service users service users are enabled to make informed choices and live their lives to the full</p> <p>To implement safeguarding and risk minimisation plans</p>	X			X		Interview and test

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Managing change	Flexible and able and willing to adapt to change in work processes and procedures	X		X			Interview and test
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Must be self- motivating and able to work in a complex environment.	X			X		Interview and test
	Takes responsibility for quality and completion of own work within required standards	X			X		
Managing people	To contribute to the redevelopment of students and those on a lower grade		X		X		Application form
Managing financial resources	Able to manage own time.		X		X		Interview and test
	With support from supervisor, find cost effective and efficient solutions to meet needs and outcomes.	X			X		

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development.

In addition for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Job holder	Signed Line Manager	Signed Assistant Director	
Print Job holder	Print Line Manager	Print Assistant Director	Date