

Job Profile

Position Details	
Post	SOCIAL WORKER ADULTS – Learning Disabilities
Service Area	ADULT & COMMUNITY SERVICES - Haringey Community Learning Disabilities Team
Reports to	PROFESSIONAL/ CLINICAL PRACTITIONER OR TEAM MANAGER (ADULTS)
Grade	SWO
Job Family	To be completed by HR

Role Purpose
<p>Job Overview and Purpose</p> <p>This is a generic job description to allow for the deployment of the post-holder to work in relevant Adult Social Services teams across the service, in community or hospital setting. The job description is based on The College of Social Work Professional Capabilities Framework, whilst reflecting the generic responsibilities and values of Haringey Council.</p> <ol style="list-style-type: none"> 1. Work within the key principles of the Care Act, with wellbeing and prevention central to ensuring that service users and their support networks are actively engaged with all decision making. 2. Work with individuals facing complex social and family crisis, such as in safeguarding work, hospital social work and mental health and wellbeing. 3. To provide an excellent assessment, care planning, care management and social work service to all users in either a community or hospital setting. 4. To deliver exceptional social care to adult service users and their carers/ families within a defined budget and agreed performance framework, enabling people to determine their own outcomes. 5. To manage a caseload, to work from a strong evidence base and actively use research to support practice. To undertake assessment of risk involving safeguarding vulnerable adults and children.

Main Responsibilities
<p>Main Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. To promote autonomy and development with individuals who have complex social needs who are more vulnerable as a result of disability, exclusion, or diminished capacity, (for example, working with people with learning disabilities, physical disabilities or diminished capacity). 2. Working with communities, families and individuals to maximise or promote their personal strengths, social networks and resources. To ensure equality of access to services, promoting independence, choice and control at all times.

3. To undertake complex, needs-led assessments that empower service users and their carers/ families, promoting independence whilst concentrating on abilities rather than impairments.
4. To be outcome focused with the lead for those outcomes being driven by the service user.
5. To involve users and carers/ families, in all aspects of the setting up of care plans and delivery of care packages.
6. To deliver best practice within a workload consisting of complex and diverse cases, managing risk whilst promoting time limited care by application and understanding of relevant legislation and best practice guidance.
7. To work collaboratively with other professionals, to deliver integrated multi-disciplinary support, as required, to services users, carers/ families. And to work within integrated multi-disciplinary social care and health teams, as required.
8. To maintain up-to-date knowledge of current research, corporate standards, policies and procedures and of current legislation and regulations.
9. Ensure that the principles of least restrictive practice and positive risk taking are followed.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role. <p>Leadership & Management</p> <ul style="list-style-type: none"> • Participate in and contribute, as appropriate, to the implementation of the modernisation/ transformation of Adult Social Services in Haringey. <p>Forward Planning</p> <ul style="list-style-type: none"> • Participate in and contribute, as appropriate, to the effective implementation and monitoring of relevant policies and procedures. <p>Financial Management</p> <ul style="list-style-type: none"> • Be accountable to the Clinical Practitioner or Team Manager for the financial management and control of any relevant allocated budgets and ensure that all services delivered, or procured, represent good value for money. <p>Service Quality</p> <ul style="list-style-type: none"> • Ensure that the approach to social work and service delivery remain 'person centred' and focused on appropriate outcomes for service users, carers/ families. This will include support to colleagues and participation in joint visits, as appropriate. • Contribute to the maintenance and updating of management information in accordance with Directorate policies, procedures and statutory requirements.

- Undertake tasks related to case file audits and quality assurance activity. To work with the Clinical Practitioner and Team Manager to take relevant action and implement outcome measures, as appropriate.

Professional Practice

- Ensure the effective planning, arrangement and co-ordination of services in response to assessed need, against agreed eligibility criteria, and that assessment of need relating to the provision of services is carried out in a flexible way and in conjunction with other agencies, as appropriate.
- Participate in any intake, duty service or cover to meet service needs, where required.

Professional/ Technical Expertise

- Prepare and present reports (written and verbal) and undertake appropriate written recording, in line with Council procedures, as required.

Collaboration

- Support effective arrangements for engaging service users, carers/ families, partner organisations and related services, in the development of services and achievement of agreed outcomes.

Communication

- Support service users, carers/ families to access information about relevant local authority services and those from partner agencies, in a variety of formats, as appropriate.

Managing Diversity and Equality

- Understand the effects of discrimination and exclusion against certain groups of service users, carers/ families and employees and demonstrate an ability to eradicate that discrimination through the promotion of inclusion and equality of opportunities.

Safeguarding

- Actively participate in and contribute to, the implementation of all aspects of Haringey Council safeguarding policies and procedures.

Health and Safety and Data Protection

- Be aware of and comply with current Health and Safety regulations and those of Haringey Council and of relevant partner organisations (e.g. NHS partners) as they relate to the duties and responsibilities of the post.
- Carry out all duties with due regard to the provisions of Data Protection legislation and the use of such data.

Additional Duties

- To undertake any additional duties commensurate with the post as may be required by the Director.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>Experience / Knowledge</p> <ol style="list-style-type: none"> 1. Proven knowledge and experience of application of theory and practice of assessment, care planning and ability to oversee the delivery of relevant service user care plans. 2. A good knowledge of Health and Social Care needs of vulnerable adults, carers/families. 3. Good knowledge and understanding of legislative and contextual framework (e.g. Care Act, Personalisation) affecting the work of the service, acquired through professional qualification in social work, plus experience in relevant / specific field. 4. Proven experience of delivering services in a multi-cultural and diverse urban authority/ borough where there are significant deprivation issues. 5. Proven experience and knowledge of national and local processes for safeguarding vulnerable adults. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Service Specific Skills / Abilities</p> <ol style="list-style-type: none"> 1. Proven skills and ability of providing person centred, high quality services in a social care or health care setting. 2. An ability to work effectively and collaboratively with service users (carers/families), and across Social Care and Health services. 3. Proficiency in the use and understanding of IT and Information Management and data protection legislation. 4. Experience and ability to achieve value for money, ensuring that financial records and systems are maintained, and processed, and that budget allocations are appropriately controlled. 5. A skill in prioritising and balancing competing demands, managing stress, meeting deadlines and targets, and being appropriately accountable. 6. Proven ability of communication skills, verbal and written, to high professional standard, adaptable to the audience and setting. 7. Ability to provide relevant reports to Professional/ Clinical Practitioner and/ or Team Manager and other senior managers. 8. Ability to adhere to the Council's Dignity for All policy. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • NVQ: Level 3 or 3 years' experience • Relevant professional qualification (e.g. Diploma in Social Work; Certificate of Qualification in Social Work) • Registered with the HCPC (Health and Care Professions Council) <p>This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure check with the Disclosure and Barring Service (DBS) will be undertaken. The DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

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Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> • Adults with learning disabilities and their carers • Management team, Community Learning Disability Team • Community Learning Disability Team health and social care professionals • External health and social carer professionals <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
<p>Please provide organisation structure chart.</p>

<p>Essential Behaviours Professional Social Worker Adults (Generic) Adult Social Services</p>
<p>Impact & Influence Ensures high standards are achieved within the service, through commitment to service, service users and carers backed up by an ability to influence team colleagues, partners and others who are critical to service improvement.</p>
<p>Achievement Focus Is goal oriented, committed to best practice and sets challenging targets for self and others. Focuses on the delivery of quality services for all and in identifying area for improvement.</p>
<p>Leading People and Teams Leads by example and supports colleagues to improve their own standards.</p>
<p>Analytical & Conceptual Thinking Able to collect and collate relevant information and to analyse new research and findings and to translate these into accessible form for colleagues.</p>
<p>Self-awareness & Confidence Is self-aware and understands the impact of behaviour on self and others. Rises to challenges and shows resilience when faced with obstacles.</p>
<p>Use of Power / Hold to Account Challenges poor practice in a sensitive and constructive manner, encouraging service improvement whilst ensuring that team members take appropriate responsibility for their actions. Is confident in challenging poor performance, as and when required.</p>

Organisation Awareness & Networking

Recognises organisation constraints and what is and isn't possible at certain positions. Accesses networks for information to benchmark and develop service.

Empowering & Developing Others

Helps people to work out problems for themselves, including the opportunity to make and learn from mistakes in a non-critical setting.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	60%	Use of a computer.	Y	40%
Audio typing.	N		Crisis or conflict situations.	Y	5%
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	Y	30%	Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	N		Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

NONE

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

NONE

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

NONE

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

NONE

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

NONE

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

NONE