

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Integrated Community Services – Community Resource Team / Early Intervention and Prevention Hub and Hospital Social Work Team
<b>POST:</b>	Social Worker 1 2 & 3 – Early Intervention and Prevention Hub
<b>GRADE OF POST:</b>	Social Worker 1 - Grade 10 - Newly Qualified/First year in practice Social Worker 2 – Grade 11- On completion of first year in practice Social Worker 3 - Grade 12 - Subject to consolidation and a minimum of 2 years post qualifying experience.
<b>RESPONSIBLE TO:</b>	Senior Practitioner – EIPT or Consultant Social Worker - EIPT

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### **JOB PURPOSE:**

As a social worker in the Early Intervention and Prevention Hub, you will provide a strengths-based, outcome focused and enabling response to adults affected by a wide range of complex needs that require an initial, time specific social work response. Working with a multidisciplinary approach, your role will be to provide a social work service, including assessment of needs, provision of care and support plans, and where appropriate care and treatment plans, that will promote the independence and wellbeing of individuals, their families, and carers, focusing on 'what matters' to people. You will focus on prevention, utilising community assets and self-management, enabling individuals to sustain independence through a combination of assessment, care and support and other practical interventions.

This role is based in the Early Intervention and Prevention Hub that provides, integrated community services, information, advice, or assistance to people, their families and carers, to maintain their independence and wellbeing, or the independence and wellbeing of the person they care for. This role will often be the first contact that anyone has had with Adult Social Care, and it is therefore important that people have the opportunity to explain their situation, are listened to and supported in what often can be a difficult period of time.

You will actively promote our 'Strengths-Based Model of Practice-Working to Achieve Outcomes'.

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## **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To hold and be responsible for a caseload, working in partnership with individuals, their carers and families, other professionals and voluntary and community organisations in a strengths-based, outcome-focused way.
- To complete high quality assessments of needs of individuals, their families, and their carers with other relevant professionals which will guide information and advice, signposting or the formation of the relevant and associated plans of care and support, and plans of support for carers.
- For individuals with identified eligible needs you will develop collaboratively with individuals, strengths-based plans of care and support in partnership with other relevant professionals; reviewing and evaluating those plans to ensure they support what matters to individuals.
- To work effectively and collaboratively In the Early Intervention and Prevention Hub supporting high risk and complex cases, liaising with other relevant teams, Council departments and external agencies as required.
- To plan and commission responses to minimise risks to individuals' independence and meet identified needs, monitoring and reviewing outcomes achieved with the individuals, their families and carers.
- For first year in practice social workers to complete their first year in practice and for second year in practice social workers to complete the consolidation programme as required by Social Care Wales.
- To comply with the Directorates Performance Management Framework and work within the relevant legislative, regulatory and policy framework, and associated code of practice and policies in line with joint practice arrangements.
- Managing and being responsible for the resources of the Directorate and Health Board as delegated and required.
- Maintaining up to date recording on the electronic files, and relevant documents as required by the Directorate and Health Board to deliver good standards of practice.
- Prepare for and participate in supervision and personal development reviews with line manager and identify personal development and training needs to maintain registration requirements.
- To adhere to the All Wales Safeguarding procedures.

**SW2 Grade 11 – As above plus:**

- Being responsible for several cases of increasing complexity including increased support for cases with any court-related proceedings, with the opportunity for joint-working.
- Mentoring and supporting social work students and social work assistants in their practice.

**SW3 Grade 12 - As above plus:**

- Supervision and mentoring of social work students and other junior members of staff.
- Provide advice and guidance to less experienced social workers.
- To undertake complex, high-risk cases, which will include court attendance.
- Lead joint working with less experienced social workers in complex cases.
- To undertake sensitive, acute, and complex adult cases which require preparation and presentation of robust evidence in respect of capacity and risk, in readiness for Court of Protection, The High Court, Mental Health Tribunals, Section 117 multi-disciplinary discussions, Deprivation of Liberty Safeguards (Dols) and Coroners Court.
- Routinely represent and advocate on behalf of vulnerable individuals, families and carers ensuring their rights are upheld at various forums:
- Represent the Council within multi-agency and inter-disciplinary settings.
- Attend and present assessment reports at monthly funding and accommodation panels.
- Attend and present assessment reports at monthly health funding panels for individuals with complex health needs requiring NHS Continuing Healthcare funding or subject to Section 117 aftercare services.
- To implement the National Wales Safeguarding Procedures. Fulfilling the roles and responsibilities for practitioners to ensure that adults who are at risk of abuse and neglect are safeguarded.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#).

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Social Worker 1, 2 & 3 – Early Intervention and Prevention Hub

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Social Work Degree or other Social Work qualification recognised by Social Care Wales.</li> <li>• Registration with Social Care Wales.</li> <li>• CPEL – To complete the Consolidation Programme if qualified after April 2016.</li> <li>• Consolidated practitioner with 2 years post qualifying experience, and demonstratable skills for responsibilities of Social Worker 3.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Needed for SW3 applicants only</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with and undertaking assessments of individuals, their families, and their carers, particularly in multi-disciplinary environments.</li> <li>• Knowledge and/ or experience of working within an integrated multidisciplinary team.</li> <li>• Working in partnership with statutory/voluntary organisations to promote the independence of service users.</li> <li>• Knowledge of current policy, statutory guidance, and the Law as it is applied and affects individuals in the delivery of Social Care Services.</li> <li>• Some understanding of the management of resources in the context of commissioning plans for care and support.</li> <li>• Experience of caseload management.</li> <li>• Direct experience of complex cases.</li> <li>• Direct experience of the Care Co-ordination role, which has legal responsibility as delegated under the Mental Health (Wales) Measure 2010.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p> <p>For SW3 only</p>	<p>Interview, application form, and selection process.</p> <p>Interview, application form and selection process</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>Experience of court and legal work.</li> </ul>	For SW3 only	
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>The ability to work in a strengths- based, outcome focused way, identifying the risks to individuals' independence.</li> <li>To work to the Code of Professional Practice for Social Care.</li> <li>Skills in assessment and analysing information to achieve positive outcomes for individuals and carers.</li> <li>Ability to form constructive working relationships with colleagues and other agencies.</li> <li>Ability to work independently and to seek advice when necessary.</li> <li>Ability to work within the legislative framework, policies, and procedures of statutory organisations.</li> <li>Ability to prioritise and take responsibility for workload management and performance.</li> <li>Ability to manage in a busy environment.</li> <li>Ability to communicate clearly and effectively.</li> <li>Committed and motivated.</li> <li>Creative, assertive, and forward thinking.</li> <li>Ability to provide consultation and advice to other staff.</li> <li>Ability to work flexibly and proactively.</li> <li>A demonstrable commitment to equalities and anti-discriminatory practice.</li> <li>To be computer literate and able to present information verbally and in written form.</li> <li>Driving license with access to vehicle.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p> <p>Interview, application form, and selection process.</p>
	<ul style="list-style-type: none"> <li>Ability to make decisions appropriately.</li> <li>Excellent investigative skills.</li> <li>Capacity to problem solve whilst working under pressure.</li> <li>The ability to communicate through the medium of Welsh.</li> </ul>	<p>For SW3 only</p> <p>For SW3 only</p> <p>For SW3 only</p>	