

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Social Worker

Northampton Hub 1, Adults

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To provide a high standard of social work to people arising out of the Adult Social Care (ASC) duties and powers under legislation and in accordance with divisional and area policy, procedures, guidelines and the standards for all social workers registered with Social Work England

Accountable to:

This role is accountable to the Principal Social Worker/Care Manager.

The role sits within Adult Social Care, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

1. Act as "trusted assessors" for defined areas of the support plan Conduct or support individual assessments (including risk assessments of both the customer and carer, in line with eligibility criteria to assess the dependency needs of the customer) or facilitate self-assessments, using the appropriate assessment tools and techniques in order to establish clear, relevant, proportionate, cost effective and appropriate options for the individual. Value and encourage the contribution of service users and their advocates, relatives, carers and support workers where appropriate. Work alongside Brokers to procure support plans including equipment and adaptations.
2. To manage and be accountable for an allocated caseload of customers in compliance with statutory requirements, local policy, professional best practice and with regard for individual choice. Ensure compliance with policies and procedures of the council, and those of any partner agencies, are followed, and that the service is always delivered in accordance with professional standards, policy and practice and within the relevant statutory and regulatory frameworks.
3. Operating within a multidisciplinary environment to provide appropriate, professional social work support for adults with additional care and support needs within the framework of the seven social care outcomes, adhering to the principles of the Care Act (2014) and, where applicable, Mental Capacity Act (2005) and Mental Health Act (1983; 2007).
4. Operating within an integrated service, to provide individualised, outcomes-led, personalised support, based on structured, individual assessments that inform the setting up and commissioning of appropriate packages of support.
5. Assist with monitoring and evaluating the effectiveness of the service and contribute to the development of service improvements through participation and involvement in local and central team meetings, supervision, training, conferences and other forums. Work flexibly and respond positively to changing business and customer needs. and carry out any other duties within the scope of the nature and grade of the post, as directed by the line manager
6. Maintain up to date, accurate and timely records of communication, decisions, actions and outcomes relating to cases in line with the processes, standards and systems of adult social care. Take responsibility for the administrative processes associated with dealing with cases in accordance with service procedures, standards and targets. Produce, maintain and present accurate records and reports for court and audit purposes in accordance with relevant policies, procedures and legislation.
7. Take responsibility for promoting and safeguarding the welfare of people who come into contact with the service, in full compliance with local policies and procedures and that the principles are embedded in all practices, advice, decisions and support associated with this role.
8. Liaise with, establish and maintain effective working relationships with other local services, specialist teams, Hospital Trusts, and the 3rd sector organisations relevant to the needs of the customer in order to deliver a holistic and seamless service. Co-ordinating and leading multidisciplinary/ professional meetings as required, representing the service at internal and external meetings.

9. We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by [the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).]

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
The ability to effectively use IT systems appropriate to the job requirements.	Essential	A, I, D
Managing workload independently, seeking support and suggesting solutions for workload difficulties.	Essential	A, I, D
Engaging effectively with people in complex situations, both short term and building relationships over time.	Essential	A, I, D

Knowledge:	Essential / Desirable	Measured by
Knowledge of relevant legislation appropriate to working with vulnerable adults is essential	Essential	A, I, D
Understanding forms of harm and their impact on people, and the implications for practice, drawing on concepts of strength, resilience, vulnerability, risk and resistance, and apply to practice.	Essential	A, I, D
Critical understanding of the range of theories and models for social work intervention with individuals, families, groups and communities, and the models derived from them.	Essential	A, I, D
Acknowledgment of the centrality of relationships for people and the key concepts of attachment, separation, loss, change and resilience.	Essential	A, I, D

Relevant experience:	Essential / Desirable	Measured by
Can Demonstrate training toward being an Approved Mental Health Professional (AMHP)	Essential	A, I, D
Application of appropriate legal frameworks and guidance that inform and mandate social work practice.	Essential	A, I, D
Understanding and using knowledge relating to your area of practice, including critical awareness of current issues and new evidence-based research.	Essential	A, I, D
Experience in working with customer groups for example Mental Health, Older Persons, Learning Disability, Transitions and Physical disabilities.	Essential	A, I, D
Using assessment procedures discerningly to inform judgement. Clearly & accurately reporting and recording analysis and judgements.	Essential	A, I, D
Confident and effective judgement about risk and accountability in decision making.	Essential	A, I, D

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree of Equivalent Social Work/CQSW/ Dip SW	Essential	D

Registered Social Worker with the Health and Care Professionals Council (HCPC)	Essential	D
Accreditation Best Interest Assessor	Desirable	D

Safeguarding	Essential / Desirable	Measured by
Demonstrate an understanding of the safe working practices that apply to this role.	Essential	A, I
Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role includes:

Basic Disclosure , Standard Disclosure and Barring Service check , Enhanced Disclosure and Barring Service check.

Day-to-day in the role:

Hours:	37 hours	Primary work base:	Office
Job family band:	7	Worker type:	Part Flexible
Salary range:	£36,734 - £39,278		
People management responsibility:	None		

Working conditions & how we work:

Driving/vehicle and lone worker

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely as required. Office hours/duty

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

