

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job description and person specification

Adult Social Worker – Moving into Adulthood

Adult Social Care Services, People Directorate

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.



**West
Northamptonshire
Council**

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.

Purpose and impact:

In accordance with the Care Act 2014, Children and Families Act 2014, West Northamptonshire Council's service plans, eligibility criteria and objectives; To identify and track young people with complex needs aged 14 and above, who are known to Northamptonshire Children's Trust, Education Services and TCP Teams, and who are likely to require services from Adult Social Care upon reaching the age of 18. To ensure advice and information about adult social care services is provided to young people, their families and involved agencies and providers as they prepare for adulthood. To ensure that those young people who are likely to require formal support from West Northamptonshire Adult Social Services are provided with a timely eligibility assessment of need and support planning under the Care Act 2014.

Accountable to:

This role is accountable to the Moving into Adulthood Development Manager. The role sits within Adult Social Care, part of the People Services Directorate in West Northamptonshire Council.

Responsibilities:

1. Work with Children's Services, Education Services and Transforming Care Partnership teams to identify young people from 14 upwards who are known to Northamptonshire Children's Trust, Education and Health partners, and who have a range of complex health and social care needs; are likely to be in high-cost restrictive environments, and who are likely to require support from Adult Social Services when they are 18.
2. Attend relevant meetings and forums for those young people with complex needs who are likely to require adult social care services, ensuring that preparations for adulthood maximise the young person's opportunities to develop individual strengths and independence. Attend EHCP tribunals, providing written and verbal reports for legal purposes. Attend S117 aftercare planning meetings and reviews for young people under 18 years as the adult social care representative.
3. Manage an appropriate small complex caseload by undertaking statutory adult social care assessments of need and developing outcome focused support plans and reviews for young people with complex needs both in county and out of county. Ensuring the young person is fully involved in planning to meet identified eligible need, and where they lack capacity to do so, that the correct legal frameworks and guidance are employed. Ensuring that knowledge about different groups, cultures and needs informs service delivery and an understanding of the impact on the young person is incorporated in the planning process.
4. Effectively assess and manage risks, whilst ensuring positive risk taking is supported and appropriately managed. For example, completing adult safeguarding investigations/enquiries.
5. Provide information to the service, to enable effective tracking of this cohort of young people. Ensuring that the service receives sufficiently early alerts to enable the young person to receive a timely assessment of need and allow for future potential financial and resource planning. Contribute to service

forecasting and development, including the identification of pressure areas and unmet need, and be able to articulate this information via accurate written and verbal reports

6. Ensure that young people, their parents, and carers have clear and early information about the adult social care services, including eligibility and financial matters, by a variety of methodology, including direct case work, presentations, and attendance at various user/parent led forums. Provide support, training, and guidance to a variety of professionals. To work with children's social care professionals and providers to embrace and implement a strengths-based outcome focused support and provision that maximises the skills acquisition and resilience, and prepares young people for adulthood
7. To manage own caseload and organise and plan work activities by taking into account the need to prioritise tasks and responsibilities, to ensure management reports, assessments and support plans are undertaken and updated within an agreed timeframe.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken 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:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

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

Education, training and work qualifications:		Essential / Desirable	Measured by
Social Work Degree or Equivalent (CQSW/DipSW)		Essential	A, D
Currently registered as a Social Worker with Social Work England		Essential	A, D
3 'A' Levels or Equivalent		Desirable	A, D
Skills and abilities:		Essential / Desirable	Measured by
The ability to effectively use IT systems appropriate to the job requirements		Essential	A, I,
Excellent listening skills and the ability to understand and communicate clearly at all levels		Essential	A/I
Engaging effectively with people in complex situations, both short term and over time		Essential	A/I
Excellent report writing skills, demonstrating the ability to achieve clear and concise reports that are fit for purpose		Essential	A/I
Ability to prioritise tasks, manage own workload independently, to be case accountable and manage difficult and complex cases		Essential	A/I
Ability to mentor and provide advice to others		Essential	A/I
Good presentation skills, and use of presentation media, e.g. PowerPoint		Desirable	A/I
This is applicable to all roles in WNC that are required to use IT equipment: Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		Essential	A/I
Knowledge:		Essential / Desirable	Measured by
Knowledge of relevant legislation appropriate to working with adults eg Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983		Essential	A/I
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
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
Knowledge of relevant other legislative frameworks inc Children's legislation		Desirable	A/I
Confident and effective judgment about risk and accountability in decision making		Essential	A/I
Using assessment procedures discerningly so as to inform judgment. Clearly and accurately reporting and recording analysis and judgments		Essential	A/I

Understanding and using knowledge relating to your area of practice including critical awareness of current issues and new evidence based research	Essential	A/I
Relevant experience:	Essential / Desirable	Measured by
Previous knowledge and experience of working with young people/young adults and customer groups for example Learning Disability, Mental Health, Physical Disabilities	Desirable	A/I
Experience of working in multi-agency environments	Essential	A/I
Application of appropriate legal frameworks and guidance that inform and mandate social work practice	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 include:

- **Enhanced Disclosure and Barring Service check**
- **Professional Registration Check (must be a registered Social Worker with Social Work England)**

Day-to-day in the role:

Hours:	37 hours per week	Primary work base:	Angel Square Northampton
Job family band:	TBA	Worker type:	Field-based worker
Salary range:	£36734 - £39278	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

As a field-based worker, you will work flexibly from a range of different locations across West Northamptonshire, as required by your role. Your role will involve regular face to face contact with service users and colleagues and partner agencies, as well as remote meetings eg utilising technology such as Teams to provide more flexibility.

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.

