

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Social Worker

Adult 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.

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:

We recognise that social workers have one of the most challenging yet rewarding roles. We value our social workers; the fantastic work you do and the resilience you show every day. This role is an amazing opportunity to support our most vulnerable adults living in West Northants. Working alongside a highly motivated and supportive team, you will take a holistic and person-centred approach to ensuring the people you support are happy, healthy, and safe. You'll make sure they feel listened to and encourage them to identify their assets and strengths – enabling them to fulfil aspirations, build resilience and improve outcomes.

This role will provide you with opportunities to build compassionate, professional relationships with people, their carer(s) and families – alongside other practitioners, partner agencies and the community. Together you'll work with a caring and supportive team with a shared goal of improving outcomes for vulnerable Adults; underpinned by Adult Social Care practice standards. You'll relish opportunities to be creative and share your knowledge, skills, and experience with others in a culture of continuous learning and improvement.

## Accountable to:

The role is accountable to the Assistant Team Manager and sits within Adult Services, part of the People Directorate in West Northamptonshire Council.

Adult services encompasses a wide range of teams and employment opportunities. This includes; Community Teams which also provide the front door to Adult Services, Learning Disability Team, Hospital Social Care Team, Review team and Moving into Adulthood roles.

## Responsibilities:

1. Use and review timely and appropriate social work interventions that are best suited to the person and their carers. Undertaking person-centred assessments where required, really getting to know the person you are with, to co create support plans using an asset-based approach to ensure outcomes are achieved.
2. Be accountable for managing and monitoring a workload of complex cases involving risk and organise work activities taking in account the need to prioritise tasks and responsibilities. Ensuring effective management of any crisis situations and carry out work on the service Duty system as required.
3. Provide a high quality, responsive service in all areas, using a critical knowledge and practical experience of a range of theories and models of social work interventions with individuals, families, groups and communities and the methods derived from them.
4. Make threshold decisions about Safeguarding concerns and lead Safeguarding Enquiries, implementing West Northants Adult Safeguarding Policy and Procedures whilst applying the principles of making safeguarding personal and taking positive risks where appropriate.
5. Respond to the complex and challenging needs of the people we support using a range of methods to communicate effectively with Adults who use services, eliciting the needs, wishes and feelings of all involved. Ensuring anti-discriminatory practice in line with the Equality Act 2010.

6. Work in partnership with people who use services and carers, respecting their views and promoting participation in decision making wherever possible, whilst recognising how and when self determination might be constrained (by law).
7. Be responsible for inputting up to date and effective record keeping and administration on the council's case management system. Writing reports for and being actively involved in any of your cases going to court.
8. Maintain links and joint working opportunities with other partners, including Health, Voluntary sector, Housing and Police. Utilising detailed knowledge of legislative framework of Adult Social Care to be able to communicate legislative issues to other professionals and agencies, with a focus on key legislation such as The Care Act, MCA, MHA and human rights.
9. Support and oversee work of less experienced colleagues to maximise the team's abilities and effectiveness in meeting the challenges of the service. Supporting less experienced colleagues and acting as a mentor to support their development.
10. Maintain strong links with the community and support market development, constantly exploring all community and creative options to ensure the best outcomes delivered through cost effective packages of support whilst keeping people safe.
11. Be accountable for your own decision making, providing professional opinion, giving rationale and knowledge base, seeking appropriate solutions to situations as they arise.
12. Make proactive use of supervision to critically reflect on practice, explore different approaches to your work, support your development and understand the boundaries of professional accountability.
13. 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.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
15. 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:

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

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

| Skills and abilities:   | Essential / Desirable | Measured by |
|---|-----------------------|-------------|
| Able to effectively assess risk and needs   | Essential             | A, I        |
| Able to effectively analyse and interpret information   | Essential             | A, I        |
| Able to recognise problems and use a person-centred approach to identify solutions that meet an individual's needs, whilst remaining safe and effective   | Essential             | A, I        |
| Able to calculate costs of services and care plans and record financial information   | Essential             | A, I        |
| Excellent organisational skills and able to prioritise work and manage own time effectively to balance conflicting demands  | Essential             | A, I        |
| Excellent verbal communication skills. Able to communicate clearly with different audiences including service users, relatives and providers, adapting style to meet the needs of the individual. | Essential             | A, I        |
| Excellent written communication skills. Capable of constructing and delivering clear information for different audiences.   | Essential             | A, I        |
| Excellent negotiation skills for dealing with providers, other professionals, family and carers   | Essential             | A, I        |
| Excellent relationship management skills for collaborating with service users, providers, other professionals, family and carers.   | Essential             | A, I        |
| Strong team working skills for sharing learning and providing support and advice to colleagues  | Essential             | A, I        |
| 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 |
|---|-----------------------|-------------|
| A sound understanding of how to apply a strength based approach to practice   | Essential             | A, I        |
| Understanding of equality and diversity issues in social work practice and the principles of safety, dignity and empowerment.   | Essential             | A, I        |
| Understanding of the philosophies, professional social work issues and legal frameworks that underpin specific client groups and social service statutory duty and its role in the wider community  | Essential             | A, I        |
| Systematic working knowledge and understanding of the Care Act 2014; including awareness of current national policy drivers, legislation, affecting adult social care. Up to date knowledge of current legislation, eg Mental Capacity Act 2005, Health and Care Act 2022 | Essential             | A, I        |
| Understanding of data protection/confidentiality and need for accurate and timely recording   | Essential             | A, I        |
| Understanding of Best Value principals and need for resource constraints  | Essential             | A, I        |

| Relevant experience:  | Essential / Desirable | Measured by |
|---|-----------------------|-------------|
| Experience in the role as a Social Worker and a proven track record of success. | Essential             | A, D        |
| Experience of working with Adults using a strength based models                 | Essential             | A, D        |
| Experience of using IT packages   | Essential             | A, D        |

| Education, training and work qualifications:  | Essential / Desirable | Measured by |
|---|-----------------------|-------------|
| Qualified Social Worker and registered with Social Work England (SWE)                 | Essential             | D           |
| Post Qualification Training i.e., Consolidation to Practice Award, BIA, AMHP, PE etc. | Desirable             | D           |
| Compliance with maintaining Continued professional development                        | Essential             | D           |

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

## Day-to-day in the role:

|  |                     |                               |                                     |
|--|---------------------|-------------------------------|-------------------------------------|
| <b>Hours:</b>                            | Variable            | <b>Primary work base:</b>     | Various bases across West Northants |
| <b>Job family band:</b>                  | Care and Welfare 07 | <b>Worker type:</b>           | Part-flexible                       |
| <b>Salary range:</b>                     | £36,734 - £39,278   | <b>Budget responsibility:</b> | N/A                                 |
| <b>People management responsibility:</b> | N/A                 |                               |                                     |

### Working conditions & how we work:

Driving licence is required to enable travelling between community locations

We are open to discussions about flexible working.

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 for up to 3 days a week (including from home and in the community).

## 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.

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

