

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Moving into Adulthood 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.



West
Northamptonshire
Council

Purpose and impact:

We recognise that social care staff have one of the most challenging yet rewarding roles. We value our staff, the fantastic work you do and the resilience you show every day. The role is an amazing opportunity to support our most vulnerable young adults living in West Northants. Working alongside highly motivated and supportive colleagues, you will take a holistic and person centred approach to ensuring that 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 young people, their families and carers – alongside social workers, partner agencies and the community. Together you'll work with a caring and supportive team with a shared goal of improving outcomes for vulnerable young adults; underpinned by Adult Social Care practice standards. You'll relish opportunities to be creative and shared your knowledge, skills, and experience with others in a culture of continuous learning and improvement.

Accountable to:

The 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.

Adult services encompass 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. Work with special education schools and children's services, including NEET, FE Colleges and other post 16 education providers to identify young people who are not already open to children's social care services, and who may require an adult assessment of need.
2. Attend relevant meetings and forums for young people with a variety of SEND and mental health needs, who are likely to require adult social care services, including EHCP reviews, and other relevant health or children's social care meetings and panels.
3. Ensure that young people, their families and carers have clear and early information about 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 and guidance to less experienced colleagues across all the adult social care teams.
4. Be accountable for managing and monitoring a proportionate case load of complex cases, organising work activities to take into account the need to prioritise tasks and responsibilities.

5. Undertake social care interventions under the Care Act 2014, utilising the 3 conversations model, including person centred assessments, to determine eligibility and co-create support plans using an asset-based approach, to ensure individuals are enabled to lead the lives they choose.
6. Provide information to the service to enable effective tracking of those young people who require an adult social care needs assessment. 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.
7. Work in partnership with young people who use services, respecting their views and promoting participation in decision making wherever possible, whilst recognising how and when self determination might be constrained (by law). In line with the Mental Capacity Act 2005 to ensure young people are supported in their decision making in relation to their adult social care needs.
8. Contribute to service forecasting and development, including identification of pressure areas and unmet need, and be able to articulate this information via accurate written and verbal reports.
9. 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 referrals and/or complaints relating to your cases.
10. To attend and utilise supervision and appraisal to identify opportunity for development, new ways of working and reflection on practice, taking ownership of, and responsibility for, delivering against team and individual performance targets.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. 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
Excellent report writing skills, demonstrating the ability to achieve clear and concise reports that are fit for purpose.	Essential	A, I
Excellent verbal communication skills. Able to communicate clearly with different audiences, including young people, families and other professionals, adapting style to meet the needs of the individual	Essential	A, I
Ability to build a rapport and relationship with young people and their families	Essential	A, I
Ability to prioritise tasks, manage own workload and be accountable for casework	Essential	A, I
Ability to actively support and promote equal opportunities	Essential	A, I
Ability to operate in a fast paced, changing environment	Essential	A, I
Empathetic and caring when working with people	Essential	A, I
Ability to create close working contacts in the community to support young people and their families	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
Able to calculate costs of services and care plans and record financial information	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A/T/I

Knowledge:	Essential / Desirable	Measured by
Working knowledge and understanding of the Care Act 2014; including awareness of current national policy drivers and legislation affecting adult social care. Up to date knowledge of current legislation, eg Mental Capacity Act 2005, Mental Health Act 1983	Essential	A, I
Working knowledge and understanding of SEN provisions under the Children and Families Act 2014, and other current Children's legislation	Essential	A, I
Knowledge gained through detailed practice in the area of young people transitioning into adulthood	Essential	A, I
Understanding of data protection/confidentiality and need for accurate and timely recording.	Essential	A, I
Understanding of Best Value principles and need for resource constraints	Essential	A, I
Knowledge and understanding of cultural differences where communities have different ethnic backgrounds to ensure equality of opportunity	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of working with young adults using strengths based models	Essential	A, I
Experience of working in multi agency environments	Essential	A, I
Experience of using IT packages	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
A degree or equivalent/QCF level 5 with experience of working in adult social care, OR the ability to demonstrate knowledge gained through practice and application of adult social care procedures	Essential	D
GCSE Grade C and above or equivalent	Essential	D
3 'A' Levels or equivalent	Desirable	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 *[delete if not applicable]*:

Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	37	Primary work base:	Various bases across West Northants
Job family band:	Care and Welfare 07	Worker type:	Part-flexible
Salary range:	£39,190 - £41,797	Budget responsibility:	N/A
People management responsibility:	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).

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.

