

# Lancashire County Council

## Operational Context Form

<b>Post title: Senior Social Worker</b>					
<b>Directorate: Adult Social Care</b>			<b>Location:</b>		
<b>Establishment or team:</b>				<b>Post number:</b>	
<b>Grade: 9</b>	<b>Staff responsibility: No</b>	<b>Number of staff directly supervised</b>	Up to 6	<b>Essential Car user:</b>	Yes
<p><b>Scope of Work - appropriate for this post:</b></p> <p>G9s will work to help support Adult Services by undertaking the following:            To promote and provide a strength-based, outcome-focussed assessment service to all adults within Lancashire, who are eligible for services.            Work collaboratively with other professionals and agencies to ensure that statutory social care responsibilities are met; identifying safeguarding issues, addressing complex needs, promoting independence and choice, supporting individuals to achieve their ideal outcomes.</p>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <ol style="list-style-type: none"> <li>1. Hold a reduced case load, which is likely to include a higher proportion of complex and contentious cases, which will be negotiated and reviewed via supervision</li> <li>2. Supervise staff and undertake duties as delegated by the Team Manager:               <ol style="list-style-type: none"> <li>(i) Act as a Practice Assessor to student Social Workers working towards stage 2 (have or commitment to work towards Practice Educator qualification) or as a Fieldwork Educator to student Occupational Therapists</li> <li>(ii) Support the Team Manager with management of newly qualified staff through their first year of employment, and the probationary period for all new staff.</li> <li>(iii) Supervise team members Grade 6-8 as required by service area</li> </ol> </li> <li>3. Support the Team Manager in the successful running of the team: support with complaints process, promote continuous improvement via case management and case progression meetings as well as updating Oracle as required.</li> <li>4. Allocate work and approve financial agreements up to reasonable offer (depending upon service requirement).</li> <li>5. Chair and co-ordinate a range of meetings specific to service area, offering support or undertaking work around Legal processes (e.g. Court Work, Legal challenges etc.), offer support to case conferences and produce high quality assessments and reports for a range of functions</li> <li>6. Act in a consultative role in relation to complex cases, providing professional advice, support and learning opportunities.</li> <li>7. Contribute to the development of policy, procedural and service development.</li> <li>8. Take on lead roles, and provide learning and support as appropriate.</li> <li>9. Represent the Authority internally and externally at the request of the team manager; negotiating/liasing with Health and other statutory colleagues as required.</li> <li>10. Operate with a higher level of independence and decision making.</li> <li>11. Work with all levels of management as required, to improve practice and implement change.</li> <li>12. To undertake additional duties as deemed appropriate by the team manager.</li> </ol>					
<b>Prepared by:</b>			<b>Date</b>		

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

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<b>Person specification</b>		
<b>Post title: Senior Social Worker/Senior Occupational Therapist</b>	<b>Grade: 9</b>	
<b>Directorate: Adult Social Care</b>	<b>Post number:</b>	
<b>Establishment or team:</b>		
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
DipSW, Social Work Degree or equivalent Occupational Therapy Degree (which one as minimum?)	E	
Current HCPC registration	E	
<b>Experience</b>		
At least 3 years' experience as a Social Worker	E	
Undertaking complex work with a range of client groups	E	
Managing a caseload and competing priorities	E	
Work in a Social Services Directorate or other Statutory or Voluntary Agency	E	
Supporting a student or less experienced staff	E	
<b>Knowledge and skills</b>		
Detailed knowledge of the relevant social care legislation, application and individual accountability.	E	
Experience in assessing and analysing need and risk	E	
Experience in planning and commissioning care with individuals.	E	
Experience in working effectively with other agencies and professionals.	E	
IT literate, experience in using manual and computer systems for record keeping.	E	
Numerate and able to contribute to management of budgets and resources.	E	
Effective organisational skills, able to prioritise and manage a generic case load and work independently under pressure.		

A demonstrable understanding and acceptance of the principles underlying equal opportunities and diversification and a commitment to achieving these.		
Excellent written and oral communication skills appropriate to the situation.		
Ability to improve practice standards and personal competencies through continuous professional development, and use of supervision and appraisal to improve personal performance.		
Experience of training and/or mentoring less experienced staff		
Ability to influence others based on technical or professional expertise.		
Ability to motivate and support the long term development of staff.		
Ability to operate with a higher level of independence and decision making		