

## LANCASHIRE COUNTY COUNCIL

<b>Job Description for the post of: Social Worker</b>					
<b>Directorate:</b> Patient Safety and Safeguarding			<b>Location:</b>		Lancashire
<b>Establishment of team:</b>		Working in Safeguarding Enquiry service, Mental Health Safeguarding team		<b>Post Number:</b>	
<b>Grade:</b>	Scale 8 or 9	<b>Line Manager:</b>	Team manager	<b>Car User:</b>	Y
<b>Staff Responsibility:</b> 0		<b>Number of staff directly supervised:</b> 0		<b>Which business plan covers this post?</b> Patient Safety and Safeguarding	
<p><b>Our key objectives:</b> The following key objectives will shape the activities of the council going forward. These are grouped into four themes.</p> <p>Our citizens</p> <ul style="list-style-type: none"> <li>• Growing up prepared for the future</li> <li>• Improving health and wellbeing</li> <li>• Supporting people in need.</li> </ul> <p>Our communities</p> <ul style="list-style-type: none"> <li>• Making Lancashire communities safer</li> <li>• Making Lancashire communities stronger</li> </ul> <p>Our county</p> <ul style="list-style-type: none"> <li>• Promoting sustainable economic growth</li> <li>• Improving roads and transport</li> <li>• Protecting and improving our environment</li> </ul> <p>Our organisation</p> <p>Responding to significant financial, policy and service challenges means adapting our organisation to ensure it is fit for purpose whilst striving to ensure our customers receive the highest standards of service. This objective will shape the organisation in the future.</p> <p>This post is currently within the pilot safeguarding enquiry service in Central Lancashire.</p> <p><b>The purpose of this job is to:</b> In a Safeguarding Enquiry service working the post holder will be required to</p> <ul style="list-style-type: none"> <li>• Provide a professional social work service, including statutory social care responsibilities.</li> <li>• Lead and coordinate multi agency section 42 safeguarding enquiries for adults with care and support (whether or not the authority is meeting any of those needs) if there is concern that they may be experiencing, or at risk of, abuse or neglect.</li> <li>• Develop and review safeguarding adult protection plans.</li> <li>• Ensure a collaborative and person centred approach within this activity in line with the key principles of the Care Act and DOH Making Safeguarding Personal Agenda.</li> <li>• Contribute to service delivery that is person centred and outcome focussed with an emphasis on encouraging independence and enabling recovery.</li> </ul> <p><b>Core tasks</b></p> <ol style="list-style-type: none"> <li>1. To deliver a professional Social Work Service</li> <li>2. To contribute to the delivery of personalised social care service as outlined in national legislation and guidance and in line with county policies and procedures</li> <li>3. To lead and coordinate Section 42 safeguarding adult enquiries for adults with mental health problems and to ensure an outcome focussed approach.</li> </ol>					

4. To develop and review adult safeguarding plans.
5. To assess the need for adult protection and support in accordance with the wishes of the adult and Making Safeguarding Personal Agenda.
6. Ensure Safeguarding interventions are underpinned by the 6 key principles of The Care Act.
7. To prepare safeguarding reports for Safeguarding case conferences, Quality Improvement forums and RADAR meetings.
8. To communicate effectively with customers, carers, other agencies and professionals to support the delivery of a co-ordinated response to customer and carer needs.
9. To effectively manage your own caseload.
10. To keep effective records in relation to the work undertaken using Social Care electronic records.
11. To contribute to effective team working and to service development and to work with management to identify improvements that could be introduced to enhance the efficiency and effectiveness of the Directorate.
12. To undertake continuous professional development including attendance at formal training.
13. Additional for Grade 9 positions the post holder will be required to undertake additional duties as set out in the Grade 9 role profile document.
14. To ensure that safeguarding practice is underpinned by a sound understanding of the MCA and DOLs legislation and Human Rights Act.

The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's Policies and Procedures and the Directorate's Statement of Principles and Standards of Conduct.

**Prepared by: Bernadette Booth Adapted Sue Fisher**

**Date:** 31/10/2018/Jan 2019/Jan 2020

#### **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.

### Lancashire County Council

Person specification form		
<b>Job Title:</b> Social Worker	<b>Grade:</b> Grade 8 or Grade 9 (AMHP)	
<b>Directorate:</b> Safeguarding and Public Health	<b>Post number:</b>	
<b>Establishment or team:</b> Safeguarding Service		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF); Interview (I), test (T) or other (give details)
<b>Qualifications</b> SW, CSS, DipSW or equivalent, Current Social Work England registration	E	AF/I
	E	AF/I
<b>Experience</b> Accepting referrals and undertaking section 42 safeguarding enquiries Gathering information Completing safeguarding enquiry reports Developing Adult Protection Plans which have an outcome focus Assessing the needs of individuals and their families Work in a Social Services Directorate or other Statutory or Voluntary Agency Work with adults with mental health problems. Managing a caseload Determining priorities Working as a member of a team and in collaboration with other agencies.	D	AF/I
	E	AF/I
	D	AF/I
	D	AF/I
	E	
	D	AF/I
	E	AF/I
	E	AF/I
	E	AF/I
	E	AF/I
<b>Knowledge skills and abilities</b> Knowledge of relevant legislation relating to Safeguarding and wider social work practice Experience in assessing and analysing need and risk and planning care with individuals Experience in working effectively with other agencies and professionals	E	AF/I
	E	AF/I
	E	AF/I

Working understanding of relevant legislation and its application and ability to work within legal framework and accountability.	E	AF/I
Understanding of mental health problems and adult mental health services	E	AF/I
IT literate, experience in using computer systems for record keeping		
Negotiating and networking with a range of professionals.	E	AF/I
Numerate and able to contribute to management of budgets and resources.	E	AF/I
Organisational skills, able to prioritise and manage a case load and work independently under pressure	E	AF/I
A demonstrable understanding and acceptance of the principles underlying equal opportunities and diversification and a commitment to achieving these.	E	AF/I
Effective written and oral communication skills appropriate to the situation.	E	AF/I
A commitment to improving practice standards and personal competencies through continuous professional development and use of supervision and appraisal to improve personal performance.	E	AF/I
To have the ability to value diversity and work across cultures.		
<b>Other</b> (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. The ability to drive a car and have a car at your disposal. However, in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.	E	I
4. The County Council operates a general no smoking policy		
This is an essential car user post and the post holder is expected to be able to drive and have a car at their disposal. However, in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.		