**Job Description**

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| **Directorate:** | Adult Social Care |
| **Service:** | Morecambe Bay, Short Term Support Service |
| **Location:** | Morecambe Bay, Lancaster  |
| **Salary range:** |  | **Grade:**  | 9 |
| **Reports to:** | Katy Lowther | **Staff responsible for:** | Up to 6 staff  |

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| **Job purpose and scope** |
| To contribute to the leadership and development of the team in addition to providing a strength based, outcome focussed assessment service to all adults across community and hospital settings. |

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| **Performance Indicators** |
| 1. **Strength-Based Assessment Service**
	* **Indicator:** Percentage of assessments completed within the specified timeframe.
	* **Indicator:** Client satisfaction scores regarding the assessment process and outcomes.
2. **Collaborative Work with Professionals and Agencies**
	* **Indicator:** Number of successful multi-disciplinary meetings attended, and contributions made.
	* **Indicator:** Reduction in safeguarding incidents due to proactive identification and intervention.
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| **Accountabilities/Responsibilities** |
| 1. **Strength-Based Assessment Service**
	* Promote and provide a strength-based, outcome-focused assessment service to all eligible adults within Lancashire.
2. **Collaborative Work**
	* Work collaboratively with other professionals and agencies to meet statutory social care responsibilities, identify safeguarding issues, address complex needs, promote independence and choice, and support individuals to achieve their ideal outcomes.
3. **Case Load Management**
	* Manage and prioritize a reduced case load, including a higher proportion of complex and contentious cases, reviewed via supervision.
4. **Staff Supervision and Support**
	* Supervise staff and undertake duties as delegated by the Team Manager:
		+ Act as a Practice Educator to student Social Workers, either as a qualified Practice Educator (PEPS stage 2) or with a commitment to achieving this.
		+ Support the Team Manager in managing newly qualified staff through their ASYE and probationary periods.
		+ Supervise team members Grade 6-8 as required.
5. **Team Management Support**
	* Assist the Team Manager in the successful running of the team, including handling complaints, promoting continuous improvement through case management and progression meetings, and updating Oracle as required.
6. **Work Allocation**
	* Allocate and approve work of team members Grade 6-8, depending on service requirements.
7. **Meeting Coordination**
	* Chair and coordinate a range of meetings specific to the service area.
8. **Legal Processes**
	* Support or undertake work related to legal processes (e.g., court work, legal challenges) and produce high-quality assessments and reports.
9. **Consultative Role**
	* Act in a consultative role for complex cases, providing professional advice, support, and learning opportunities through the dissemination of information, resources, and practice wisdom.
10. **Policy and Service Development**
	* Contribute to the development of policy, procedural, and service improvements, working with all levels of management to enhance practice and implement change.
11. **Representation**
	* Represent the Authority internally and externally at the request of the Team Manager, negotiating and liaising with Health and other statutory colleagues as required.
12. **Record Keeping**
	* Maintain accurate records of contact and work undertaken using electronic record systems (Liquid Logic) and other relevant ICT systems.
13. **Independence and Decision Making**
	* Operate with a higher level of independence and decision-making.
14. **Professional Development**
	* Undertake continuous professional development, including mandatory e-learning and formal training as outlined in the Adult Social Care Training Plan.
15. **Emotional Resilience and Wellbeing**
	* Maintain personal emotional resilience and promote the wellbeing of the team while developing practice competence and confidence.
16. **Duty System Participation**
	* Participate in a duty system, working flexibly and responding to urgent situations as necessary.
17. **Additional Duties**
	* Undertake additional duties as deemed appropriate by the Team Manager.

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. |

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| **Other** |
| * **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 help us to apply our general statement of health and safety policy. * **Customer Focused**

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.* **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.* **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 numeracy if they do not have one already. |

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| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:*** **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.* **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.* **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.* **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * SW, CSS, DipSW or Social Work Degree
* Current Social Work England registration
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| **Experience**  |
| * At least 3 years' experience as a Social Worker
* Undertaking complex work with a range of client groups
* Managing a caseload and competing priorities
* Work in a Social Services Directorate or other Statutory or Voluntary Agency
* Supporting a student or less experienced staff
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| **Essential knowledge, skills & abilities** |
| * Detailed knowledge of the relevant social care legislation, application and individual accountability.
* Experience in assessing and analysing need and risk and planning/commissioning care with individuals.
* Experience in working effectively with other agencies and professionals
* IT literate, experience in using manual and computer systems for record keeping.
* Negotiating and networking with a range of professionals.
* Numerate and able to contribute to the management of budgets and resources
* Effective organisational skills, able to prioritise and manage a case load and work independently under pressure.
* A demonstrable understanding and acceptance of the principles underlying equal opportunities and diversity and a commitment to achieving these.
* Excellent written and oral communication skills appropriate to the situation.
* A commitment to improving practice standards and personal competencies through continuous professional development and use of supervision and appraisal to improve personal performance.
* To have the ability to value diversity and work across cultures.
* Experience of informally training and 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.
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| **Other essential requirements** |
| * Commitment to equality and diversity.
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| * Commitment to health and safety.
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| * Display the LCC values and behaviours at all times and actively promote them in others.
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| * This is an essential car user post\*

*You will be required to provide a car for use in connection with the duties of this post and must be insured for business use*. *In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive* |