

Social Worker (Adults)  
**JOB DESCRIPTION**

<b>Job Title:</b>	Social Worker (Adults)
<b>AfC Band:</b>	3C – 4A
<b>Directorate/Service:</b>	Adult Social Care in Salford
<b>Accountable To:</b>	Team Manager
<b>Responsible To:</b>	Director Adult Social Care
<b>Base Location:</b>	Salford
<b>On-Call Requirement:</b>	Yes/No (Please detail if required)
<b>AfC Job Code:</b>	Add Job Code

### Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

### Structure Chart



### Job Summary

To provide a person centred, statutory social work service for the most vulnerable adults and their carers in accordance with local and national policies and procedures.  
To actively support and participate in the development and implementation of integrated, multi-disciplinary working.  
To take a key role working with partners to safeguard service users through the effective management of risk and the recording and sharing of information.  
To adopt a strength's-based approach to meet the individual needs of people with lived experience through effective support planning.  
To contribute to the effective development of the team.  
To carry out activities under the direction of a Team Manager, Advanced Practitioner, or other professional staff

### Key Role and Responsibilities

#### ***Caseload management***

1. To undertake social care assessments and reviews that promote independence, improve well-being, and ensure outcomes are being met.
2. To produce and agree a support plan, if required, with individuals and their carers/families which acknowledges the strengths within their current situation and any additional support which will enable to them to remain as independent as possible.
3. To encourage individual choice and participation in service planning and to ensure that the person's needs are understood by service providers.
4. To help resolve conflicts between individuals, carers and/or services.
5. To develop knowledge of community led support, building relationships with service providers and voluntary groups to ensure there is support available for people to access and/or purchase to meet their desired outcomes.
6. To support individuals to identify and utilise their informal network of support.

7. To calculate personal budgets and explore Direct Payments as part of the assessment of need.
8. Maintain clear, accurate, legible, and up to date records, documenting how you have arrived at your decisions within specified timescales when required.
9. To work closely with social care/multi-disciplinary colleagues to support individuals in the community and seek appropriate support from these colleagues as required.
10. To offer a timely and proportionate social work response.
11. To respond to and make enquires into safeguarding concerns.
12. To work to the principles of Making Safeguarding Personal and adhere to local and national safeguarding policies and procedures.

## Organisational and Professional development

1. To contribute to and participate in the general development of the team in which you are located.
2. To contribute to the development of services that benefit people in Salford through specialised roles and project work.
3. To undertake training courses that contribute to your professional development and meet the needs of the organisation such as, Practice Educator and Best Interest Assessor.
4. To contribute to the learning of others by supporting and mentoring students, newly qualified social workers, apprentices, and other learners on the team.
5. To undertake continuous professional development as required to maintain your Social Work England registration.
6. To ensure your practice remains current by monitoring national updates and ensuring compliance with mandatory training.

## Integrated Care

1. To play an effective role within Integrated Services, representing a social work perspective at multi-agency meetings.
2. To attend multi-disciplinary meetings on the allocated caseload or duty as required by the Advanced Practitioner/Team Manager. These include discharge planning meetings in hospitals, self-neglect meetings, safeguarding meetings
3. To recognize and value other disciplines and specialist perspectives and work positively with others, contributing to teamwork and collaborative support.
4. Maintain an awareness changing policy, political and professional contexts at local and national level and take account of these in the workplace.
5. Explore, identify, and communicate to leaders how organisational practice can improve to support better social work practice and outcomes.

## General

1. To participate in the duty rota providing advice, guidance, and support to the community.
2. To demonstrate the NCA values of People Focus, Continuous Improvement, Accountability and Respect.
3. The post holder must carry out their duties with full regard to the Trust policies and procedures.
4. To work flexibly in the interest of the service. This may include undertaking other duties providing that these are appropriate to the employee's background, skills, and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be considered.
5. To carry out all duties with regard for confidentiality and data protection regulations.

6. To work flexibly and outside of normal working times to meet the requirements of the post as required
7. To be responsible for your own health and safety and that of individuals and / or carers by adhering to policies and procedures

The Northern Care Alliance embraces a person-centred strengths-based approach, to support people, to maximise life chances and outcomes and ensure prevention and early intervention. To implement this approach staff should help identify a person's strengths, gifts and abilities including those of their families, friends, and communities, during conversations and interactions. All roles should advocate this community focused approach to ensure people get the right support for them

## PERSON SPECIFICATION

<b>Job Title:</b>	Social Worker (Adults)
<b>AfC Band:</b>	3C – 4A

	Essential	Desirable
<b>Qualifications</b>	Possession of a recognised Social Work qualification; Degree, CQSW, CSS, Dip SW or equivalent.	
<b>Professional Registration</b>	You must hold a current registration with SW England	
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>You must clearly evidence an understanding of the principles and values underlying the Care Act 2014, Mental Capacity Act 2005 and other relevant legislation</li> <li>You must clearly evidence an understanding of the</li> </ul>	

**[!] Delete professional registration box if not applicable to the role.  
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	<p>integration agenda and the promotion of independence (enablement) model of health and social care.</p> <ul style="list-style-type: none"> <li>• You must clearly evidence an understanding of the integration agenda and the promotion of independence (enablement) model of health and social care</li> <li>• Demonstrate a thorough understanding of personalisation and a person-centred approach</li> <li>• You must clearly evidence that you have the ability to maintain accurate records and to communicate complex information clearly and concisely both verbally and in written form</li> <li>• You must clearly evidence that you have a clear understanding of the social work role in a multi-disciplinary setting</li> <li>• Experience of working with adults/older people</li> <li>• Have a good standard of computer skills.</li> <li>• You have additional qualifications; Best Interest Assessors; AMHP; Practice Educator; Post Qualifying courses or other professional development qualifications</li> <li>• You can evidence an innovative approach to the development of new methods of working to support people in the community</li> <li>• You can show knowledge of relevant Welfare Rights Legislation</li> </ul>	
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<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>You must clearly evidence your ability to develop effective working relationships with service users and their carers' and show evidence of good assessment practice</li> <li>Demonstrate the ability to develop effective working relationships with other professionals and colleagues</li> <li>Possess skills of negotiation, mediation and de-escalation - seeking constructive approaches to problem solving</li> </ul>	

## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.

	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> <li>eliminating discrimination, harassment and victimisation</li> </ul>



- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

### **Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

### **Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

### **Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.