

JOB DESCRIPTION

Band 5 Social Worker

Reviewed

October 2015

LINCOLNSHIRE PARTNERSHIP NHS FOUNDATION TRUST

Job Description

1. Job Details
<p>Job Title: Social Worker</p> <p>Pay Band: 5</p> <p>Reports to (Title): Team Coordinator/Ward Manager</p> <p>Accountable to (Title): Team Coordinator/Ward Manager</p> <p>Location/Site/Base: Relevant to service</p>
2. Job Purpose
<ul style="list-style-type: none">• To provide social work services that work within the policies, protocols and clinical procedures of Lincolnshire Partnership NHS Foundation Trust.• To work as part of a team providing a user-focused, accessible and responsive recovery service that is safe, supportive and competent for people who experience severe and enduring mental health problems.• To assess care needs and develop, implement and evaluate programmes of care for those who are experiencing severe and enduring mental health problems.• Provide management supervision to Band 3's
3. Nature of the Service
<p>The service is designed to provide an integrated model of care that promotes a positive experience for service users and carers across the whole service.</p>
4. Organisation Chart
<pre>graph BT; A[Team Coordinator] --> B[Social Worker]; B --> C[This Post];</pre>
5. Duties
<ul style="list-style-type: none">• To provide or facilitate a range of care and treatments including triage of new referrals.• To involve service users and carers in the development of care plans reflecting principles of good risk assessment and management.• To undertake initial assessment and risk assessment of all referrals.• To offer support and guidance to service users and their families/carers where appropriate.• To participate fully in managing the team workload within available resources.• To demonstrate the ability to implement strategies to safely and effectively manage anger, violence and aggression, including the use of de-escalation and conflict avoidance and negotiation and crisis resolution techniques.• To ensure that all care provided is evidenced based and within the post holders field of experience.

- Purchasing and implementing agreed packages of care. Monitoring and reviewing the quality of care provided, and making any necessary adjustments to service provision. Operating within the delegated budget support mechanism. Contribute, co-operate and work in partnership between the Trust and other authorities and professionals involved in providing services.
- To demonstrate a working knowledge and practice in line with all relevant legislation, and provide reports where necessary.
- To work in conjunction with other teams to maintain an effective and efficient service.
- To support the development of a culture of learning and learning review, promoting mutual respect among colleagues, acting as a mentor to junior staff and students and teaching others as appropriate.
- To keep up to date with current practices and issues in mental health and social care, including participating in professional development education to meet professional requirements.
- To create and maintain a physical and psychological environment conducive to the provision of high quality care in the team.
- To maintain professional standards of practice and accountability at all times.
- Participate in inducting new staff as per Trust and Local policy
- Maintain accurate clinical records, according to professional standards and Trust policy and to input data into information systems within agreed time-scales.
- Liaise and communicate with health and social care professionals, voluntary groups etc. with regard to the continuing care needs of service users.
- Develop partnership working, networking systems and integrated practice with other agencies involved in the care of the service user.
- To be aware of, understand and comply with the Trust's policies and procedures regarding Professional codes of conduct, Care Programme Approach, Mental Health Act 1983, Health and Safety issues, Risk Management and Child Protection & other relevant national & local guidance.
- To comply with legislation associated with patient care, the National Service Framework for Mental Health and other related NHS Guidance.
- To participate in auditing and evaluating the service.
- To support junior staff in their roles through the provision of supervision, education, training, and role modelling.
- To participate in yearly personal development plan and review of supervision to identify training and development needs for self and others.
- To participate in all Clinical Governance developments, including audit, clinical effectiveness, risk management and post qualification training.
- Contributing social work perspectives and values to the multi-disciplinary team.

6. Skills Required for the Post

Communication and relationship skills

- Provide and receive highly complex, sensitive, contentious information which can be in a hostile or highly emotive atmosphere.
- Communicates on issues of a highly sensitive nature e.g. child protection, vulnerable adults, guardianship issues.
- The post holder will work with all members of staff across LPFT and the Primary Care Trust.
- The post holder will work in close liaison with health and social care professionals in statutory and non-statutory agencies to facilitate and deliver a range of services to ensure that care needs of service users are met.
- Participate in multi-disciplinary meetings, CPA meetings, case conferences and any other meetings as necessary.
- Promote and maintain effective lines of communication with service users and/or their carers, other members of the team and supporting agencies considerate of service user confidentiality.
- Act as an educational and research resource to colleagues and with other appropriate agencies, both voluntary and statutory.

- Maintain accurate records according to Trust standards.
- To review case work and case load with Senior Social Worker.

Analytical and judgment skills

- Assessment of the social care needs of service users using facts and situations which require analysis.

Planning and organisational skills

- Plan and organise straightforward activities and some ongoing tasks.
- Plan and organise complex activities, programmes requiring formulation and adjustment, for example planning care/organising multi-disciplinary meetings and case conferences.

Physical skills

- Requires keyboard skills for inputting into various systems.
- Requires the ability to be independently mobile and able to travel across Lincolnshire in a timely manner.

7. Responsibilities of the Post Holder

Responsibilities for direct/indirect patient care

- Adopting and implementing agreed packages of care.
- Monitoring and reviewing the quality of care provided, and making any necessary adjustments to service provision.
- Contribute, co-operate and work in partnership between the Trust and other authorities and professionals involved in providing services.
- Advise clients/carers on the co-ordination and development of care packages.

Responsibilities for policy and service development implementation

- Carry out safe practice in accordance with Trust policies and procedures, commenting on policies, procedures and developments as necessary.

Responsibilities for financial and physical resources

- Authorised signatory for Band 3 staff, e.g. Travel Claim Forms.

Responsibilities for human resources (including training)

- Participate in inducting new staff as per Trust and Local policy.
- Demonstrate own duties where work is managed rather than supervised.

Responsibilities for information resources

- Record all self generated information within the service users clinical notes and/or using the Trust's clinical information system (Maracis).
- Use this personally generated information to write reports.

Responsibilities for research and development

- Participate in care audits and research as required and contribute to quality improvement initiatives, policy review and practice development.

8. Freedom to Act

Organise own time and prioritise service user care in accordance with need

Work independently but with regular support as appropriate from the team extending to the wider multi-disciplinary team.

9. Effort & Environment	
<p>Physical effort When working in community settings, the ability to be independently mobile and able to get across the county in a timely manner. In order to manage risk individuals will be Breakaway trained.</p> <p>Mental effort Concentration required for Service User observations and interventions as well as dealing with unpredictable behaviours. Concentration when inputting Service User data onto systems</p> <p>Emotional effort Dealing with Service Users in community environments with mental health illnesses, frequently resulting in distressing and occasionally highly distressing circumstances.</p> <p>Working conditions Working in frequently unpleasant working conditions, including aggressive and challenging behaviour. This can be on a regular or occasional basis depending on specific caseload at the time.</p>	
10. Equality and Diversity	
All staff through their behaviours and actions will ensure that our services and employment practices are respectful of individual needs and differences including those characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation).	
11. General	
You must uphold the Trust's Purpose, Vision and Values:	
Our Vision- To support people to live well in their communities.	
<u>Values</u>	<u>Behaviours</u>
Compassion- Acting with kindness	Treating people with respect, showing empathy and a desire to be helpful. Paying attention to others and listening to them. Responding appropriately, being mindful of the language we use to do this.
Pride- Being passionate about what we do	Challenging poor practise. Being a patient and carer advocate. Recognising and praising good care.
Integrity- Leading by example	Doing what I say I am going to do. Being honest. Taking responsibility for my actions.
Valuing everybody- Using an inclusive approach	Supporting every person however different to me to achieve their best. Challenging discrimination and supporting others to understand why it is everybody's business to do this. Recognising and challenging my own assumptions.

Innovation- Aspiring for excellence in all we do	Using service improvement methodology. Learning with people who use our services, research, best practise and evidence. Sharing the learning internally and contributing to research where relevant.
Collaboration- Listening to each other and working together	Working in partnership to promote recovery, supporting and encouraging independence. Working as one team. Valuing lived experience as an equal partnership.
<p>In addition you must:</p> <ul style="list-style-type: none"> • Highlight concerns in accordance with the Trust's Whistleblowing Policy where it is felt poor practice or general wrong doing has not been dealt with appropriately. Staff may make such disclosures without fear of criticism or retribution. • Maintain an awareness of information governance and information security related issues and ensure compliance with LPFT Records and Information Policies. • Participate in performance review, supervision and undertake mandatory training and personal development as required of the post • Take personal responsibility for your own Health and Safety at work in accordance with Trust Policies and Procedures, in particular Security, Health and Safety and Risk Management • Be committed to safeguarding and promoting the welfare of children, young people, vulnerable adults and people experiencing domestic abuse, both as service users and visitors to Trust premises. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities. They must be aware of their obligation to work within and do nothing to prejudice the safeguarding policies of the Trust. <p>This job description is not exhaustive and as a term of employment you may be required to undertake such other duties as may reasonably be required.</p>	

PERSON SPECIFICATION

		JOB REQUIREMENTS	
	ESSENTIAL	DESIRABLE	HOW ASSESSED (eg Application Form, Interview Test, Reference etc)
Qualifications	<ul style="list-style-type: none"> • Social Work Qualification, e.g. CQSW, Dip SW, CSS, BA/BSc (Hons) in Social Work or equivalent qualification in Social Work. • Currently registered with HCPC • PQ consolidation module or equivalent • Evidence of relevant CPD 		Application Form
Experience	<ul style="list-style-type: none"> • Knowledge of mental health issues and legislation relating to mental health. • Experience of working with service users with mental health needs. • An understanding of the social perspective on the mental illness and ability to apply social work values to practice. 		Application Form Interview
Skills & Competences	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Ability to build alliances and supportive working relationships with other professional colleagues, statutory and non-statutory organisations • Demonstrates a reflective and self-critical approach to clinical work • Excellent engagement skills through assertive outreach principles • Positive and enthusiastic approach to the work and towards colleagues • Being self-motivated and able to use own initiative. 		Application Form Interview
Special Requirements	<ul style="list-style-type: none"> • Ability to travel independently throughout the county without the use of public transport 		Application Form Interview