

## JOB DESCRIPTION

### Oxford Health NHS FT

Job Title:	Social Worker
Band:	6
Responsible to:	Team Manager
Responsible for:	N/A
Accountable to:	Head of Service
Place of work:	<a href="#">Buckinghamshire, multiple bases</a>
Hours:	37.5

Author:	<a href="#">Teresa Gravett-Smith</a>
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## **JOB PURPOSE**

To be an ambassador and leader across social work both internally and external to the department.

To ensure the highest standards of service are provided to the residents of Buckinghamshire.

## **DUTIES AND RESPONSIBILITIES**

- Be an ambassador and leader across social work both internally and external to the department
- To provide a high quality and effective professional casework service, taking responsibility for working and managing a caseload within a framework of appropriate supervision, dependent upon the complexities of these cases and the social worker's experience
- To comply with legislation, statutory guidance and local policies and procedure
- Delivering outstanding support to Buckinghamshire residents and ensure that regular monitoring and review of care and support plans is carried out
- To be competent in all areas of the Professional Capabilities Framework of Social Work

To ensure the highest standards of service are provided to the residents of Buckinghamshire, Social Workers will ensure:

- Work in accordance with the Better Lives framework
- Promote and deliver goal-based support people to achieve greater independence
- Promote equality as an integral part of a role and treat everyone with fairness and dignity
- Provides a proactive personalised approach to the delivery of care and practice
- Respond to people's needs in a timely manner
- Focus on improving people's well-being
- Give people greater choice and control over the care that they receive
- Take account of people's risks and safety at all times, identifying mitigations to reduce that risk
- Support people to achieve the outcomes that are most important to them using all available resources and taking responsibility for the public purse
- Provide personalised information and advice, safeguarding, assessment, support planning and review to individuals/families and their carers

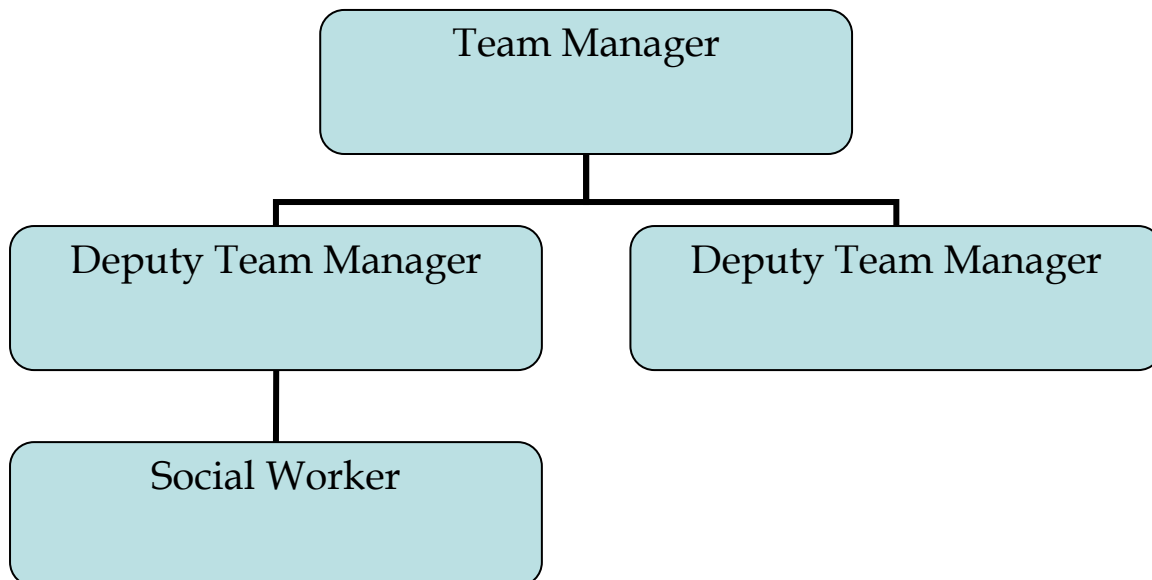
Key Responsibilities:

- To promote independence, wellbeing and a community assets-based approach to social care at all stages in the customer pathway
- To ensure compliance with all statutory social care requirements including the Care Act, the Mental Health Act and the Mental Capacity Act through timely and proportionate assessment, support planning and review
- To ensure compliance within the Buckinghamshire Multi-agency Safeguarding Procedures and that staff providing support to ensure Safeguarding timescales are adhered to where they are not, escalate evidence of ineffective safeguarding arrangements
- Manage a caseload within a framework of appropriate reflective supervision, undertaking focused, strength-based assessments, outcome-focused plans and reviews that have clear objectives and outcome measures in order to ensure that all vulnerable adults and families receive a service that reflects the Trust's commitment to safeguarding and putting the needs of vulnerable adults first
- Demonstrate and model good practice that reflects a commitment to relationship and strengths-based practice, working collaboratively with adults and their families

- To assist users and carers to play a full part in the social care process by extending to them advice, support and guidance including access to translation, interpretation or advocacy services
- To ensure all financial assessments are requested as appropriate and to forward all relevant documentation as necessary
- Work directly with adults and their families to establish their lived experiences, wishes and feelings, using a variety of techniques, as required  
Maintain accurate and up to date records in line with Data Protection legislation (GDPR) and use Buckinghamshire Council's specific recording systems to promote effective case management.
- Prepare clear, structured and concise reports for meetings, i.e. Adult Safeguarding Conferences, strategy meetings, court proceedings, DFG applications as necessary, to the required standard and within the prescribed timescales
- Where required, to complete court paperwork, attend court, and action Court Orders that have been made
- Keep up to date with research findings, theoretical models and innovative practice within the social work field in order to maintain the highest professional standards
- Participate in regular reflective supervision and Coaching for Performance process with your manager to review casework and critically reflect on, and identify any areas of learning  
Maintain a record of continuous professional development in accordance with Social Work England's / HCPCs guidance
- Keep up to date with organisational policies, government guidance, legislation, research and national trends in order to maintain the highest professional standards
- To actively promote the Equality Policy and observe the standard of conduct which prevents discrimination taking place
- To perform all the functions of the post consistent with current legislation and within the policies standards and procedures established by the Trust.
- To take responsibility for all the functions of the post within the boundaries of delegated responsibility

## **STRUCTURE CHART**

Organisation chart attached



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## **CODE OF CONDUCT**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to

date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

### **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

## PERSON SPECIFICATION

Band: 6		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<p>Knowledge and experience of working with vulnerable adults in a statutory setting</p> <p>Knowledge and experience in the application of relevant legislation, statutory guidance, standards and local policies and procedures</p> <p>Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research Findings</p> <p>Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information</p> <p>An understanding of Social Work England's/ HCPC's professional standards and a commitment to upholding them in your practice</p>	<p>Knowledge and experience of working with adults experiencing severe and enduring mental illness</p>
Qualifications – Academic/Skills/Professional	Qualified Social Worker	
Further Training or Job Related Aptitude and Skills	<p>Ability to use advanced theoretical/ practical/ procedural/ organisational/ police knowledge across a specialist area</p> <p>Demonstrable ability to build sound, productive working relationships with colleagues, partners and other staff.</p> <p>Demonstrates strong assessment skills and analysis of relevant information and develops multi agency outcome-focused plans to improve</p>	

	<p>outcomes for adults using evidence-based practice.</p> <p>Ability to maintain accurate and up to date case records in a timely manner</p> <p>Ability to write high quality written reports which are suitable for a variety of professional settings.</p> <p>Ability to analyse and interpret varied and complex information, developing strategies and solutions for the medium and long term.</p> <p>Ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.</p> <p>Competent in the use of Microsoft Office packages as well as an electronic case management systems</p> <p>Ability to determine which interventions, knowledge and skills to deploy to effectively respond to different issues.</p> <p>Ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.</p>	
Experience	<p>Demonstrable experience in relationship and strengths-based practice, working collaboratively with adults and their families.</p> <p>Demonstrable experience of undertaking direct work with adults</p> <p>Proven experience in one or more areas of practice and have</p>	



	<p>a broader knowledge of local and national resource networks</p> <p>Engages effectively with adults and has experience of using different tools and methodologies to communicate with adults.</p>	
Personal Qualities	<p>Commitment to continuing professional development</p> <p>Ability to practice effectively and competently with an increasing level of autonomy and independence.</p> <p>Ability to work under pressure and manage time and workload effectively.</p> <p>Ability to work effectively as part of a team to achieve team and service plan objectives and targets.</p> <p>Ability to maintain confidentiality at all times</p> <p>Ability to demonstrate a commitment to individual and reflective supervision</p>	
Contractual Requirements or other requirements	<p>Successful completion of ASYE year working with adults or equivalent experience.</p> <p>Full driving licence with access to a vehicle</p> <p>Registration with Social Work England or HCPC</p> <p>Enhanced DBS check</p> <p>Work flexibly where needed to facilitate seven day working</p>	