

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Social Worker
BAND	6
RESPONSIBLE TO	Team Manager
ACCOUNTABLE TO	Associate Director, Social Care
BASE	Area based
HOURS OF WORK	37.5 hrs per week – worked flexibly in response to the demands of the service

ROLE SUMMARY

The postholder will use exemplary social work knowledge and practice and be committed to undertake person centred work with individuals and families focussing on their strengths, interests and assets in accordance with the Care Act (2014). As part of a multidisciplinary team you will support the understanding and knowledge of the role of social work within mental health, as identified by the five role categories for Social Work for Better Mental Health.

You will work as a Social Worker within the Social Care Review team leading and contributing in all social care knowledge and skills including legislation and safeguarding. In delivering your duties you are expected to display behaviours that are aligned with your profession as highlighted in Social Work England standards of conduct, the Trust values and as required in accordance with the NHS Constitution at all times.

You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services.

KEY RESPONSIBILITIES CLINICAL

Please note that this role outline serves to provide an illustrative example of the duties and responsibilities you may be expected to undertake during the course of your normal duties. It is not an exhaustive list and you will therefore be required to undertake other responsibilities and duties that are considered to be commensurate with the band.

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Core Clinical Support

- Assess, manage, careplan, support and review care needs in line with policy, procedures and legislation, including the provision of aftercare under Section 117 of the Mental Health Act. Act as a care coordinator for your own caseload
- Use strength based approaches to support service users, focusing on them achieving positive outcomes to enhance their wellbeing, look at prevention and increasing their independence in line with the Care Act 2014.
- Provide a clear picture of how a person's independence can be promoted and maximised. Promote conversations to draw on the support around each person, their networks, local community and personal resources and support with delivering statutory responsibilities under the Care Act (2014).
- You will support adults to be safeguarded in line with the Care Act 2014, manage risk and meet eligible need.
- You will use digital and technology solutions where they will meet the need and offer a more sustainable approach.
- You will have the required skills and knowledge to manage risk positively to enable service users to utilise their strengths and community assets.
- You will be effective at communicating highly sensitive issues eg child protection, vulnerable adults, guardianship issues/ communicates information in an emotive atmosphere ; deals with child protection, vulnerable adults, mental health issues, disclosure of sensitive information, bereavement, explaining legislation in emotive situations
- You will be able to demonstrate specialist knowledge underpinned by theory and relevant practical experience in order to assess and provide care and support for service users with complex needs, their families and carers, including the assessment and management of risk.
- You will be able to work autonomously within agreed policies and regulations.
- To understand eligibility criteria and assess for personal budgets to meet Service User need and to promote recovery, and to review personal budget and commissioned services in a robust and efficient manner. To take a pro-active approach to the promotion of personal budgets.
- To understand and utilise Health and Social Care commissioned services, demonstrating an understanding of the requirements of the Care Act (2014), and working in collaboration with nursing and other health care colleagues to ensure the appropriate and timely presentation of cases to panel, and the robust reviewing of placements to ensure effective and efficient use of resources, and recovery based delivery of services.
- Establish therapeutic relationships with service users, their families and carers. Maintain a person centred approach balanced with need to manage risk of harm or deterioration.
- Enable individual's families and carers to address issues which affect their health and social well-being.
- Statutory responsibility for the assessment of carer's (including young carer's) needs and the formulation of a carers care plan in conjunction with the carer's support workers.
- Prepare and present clear assessments and other reports as necessary to set out the basis of decisions made in respect of service users. Maintain all records to a high standard in accordance with relevant legislation, policy and procedures. Provide information, written assessments, reports and statements to support other service professionals, managers and agencies in making decisions related to care. Provide

specialist reports to Mental Health Review Tribunals and Home Office for service users subject to the Mental Health Act.

Core Non-Clinical Support

- To liaise with staff in a variety of settings, ensuring that teams are able to respond effectively and efficiently to the needs of people with mental health problems in their care.
- Use I.T. systems relating to client information, complying with practice requirements, legislation and local policy relating to data protection.
- Develop own knowledge and practice and contribute to the development of policy and evidence based practice.
- Develop, facilitate and maintain effective joint working relationships with primary care, housing, police and any other agencies as appropriate.
- Establish appropriate professional relationships with service users, their families and other professionals to enable effective partnerships in the provision of services.
- Promote people's equality, diversity and rights, by developing, maintaining and evaluating systems and structures in an anti-discriminatory way and meeting legislation requirements (Equality Act 2010).
- Contribute to multi agency team working, and participate in team meetings. Act as link worker as required advising other professionals relating to specific areas of expertise.
- Build upon existing knowledge and practice with research and training to develop individual skills and new approaches for improvement in service provision.

PROFESSIONAL DELIVERY FRAMEWORK

In addition to core clinical and non-clinical support, the following are additional key activities identified as being necessary to the role in the delivery of your normal day-to-day activities.

- Participate in Post Qualifying training and regular professional development programmes.
- To fully participate in professional and peer supervision arrangements for the Service.
- To take full personal responsibility for meeting all Professional registration requirements with Social Work England and AMHP Regulation requirements and ECC re-approval arrangements, to ensure ongoing and uninterrupted approval, which remains a requirement of this post at all times.
- To ensure continuous professional development in line with the Social Work England requirements and to ensure compliance with AMHP regulations, role and provision of quality care.
- To participate in providing informal and formal training to staff.
- Complete Mandatory Training in line with the Trust Policy
- Receive annual appraisal
- Undertake training relevant to social work band in line with the PCF (Professional Capabilities Framework)
- Take all allocated annual leave
- Receive professional and management supervision
- To participate in and on occasions lead training relevant to service requirements/activity.
- To participate in ASYE where this applies following appointment.

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ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy

PEOPLE FIRST

To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PURPOSE

We **care** for people, every day.
What we do **together**, matters.

VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

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You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

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personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors,

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information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

"It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role".

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

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Date post holder in receipt of job description

Signature of post holder

Signature of line manager