

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Social Worker	Post No.	Various
Directorate	Adult Care and Support		
Division	Social Care Service Delivery		
Band and Salary	Band E + 2MF £37,035 to £44,711 per annum (incremental progression is subject to performance)		
Responsible to	Team Manager (Mental Health Team)		
Location	Various locations across the borough		
DBS Check	Enhanced check for regulated activity for working with Children and Adults		
Fluency Duty	This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.		
Car User Status	<p>This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.</p> <p>Applicants must be able to drive, have a driving licence and be a car owner or have use of a car, however for disabled applicants, reasonable adjustments will be made where required.</p>		

Special Conditions	<p>It is a requirement for Social Workers working in the Mental Health Team to be an AMHP (Approved Mental Health Practitioner). Training will be provided where required.</p> <p>It is a requirement for Social Workers working in the Hospital Team to work Monday to Sunday (5 days a week) on a rota basis.</p> <p>Where the successful candidate is in the final academic year of their professional Social Work qualification, but not yet a qualified Social Worker nor Social Worker England registered as a Social Worker, they will be offered a Fixed Term Contract in a non-professional role until the successful completion of their Social Work qualification and Social Worker England registration, at which point a new contract for a Social Worker position will be issued.</p>
	<p>*(ASYE) Assessed and supported year in employment programme will give newly qualified social workers extra support during their first year of employment. The programme aims to develop their skills, knowledge, and professional confidence.</p>

Role Purpose

- To ensure the consistent and effective delivery of the Solihull Adult Social Care Offer 'Our Offer to You' to Solihull residents.
- To work in a person-centred and strengths-based way with people with care and support needs, carers, and families to promote independence and wellbeing.
- To prevent and delay future care needs whilst maximising a person's own strengths and networks and ensure that public resources are used efficiently.
- To primarily support those people or carers with high level / complex needs or who are in high-risk situations.

Role Responsibilities

- To operate at all times within the professional ethics and disciplines of social work as described by the Social Work England Professional Standards.
- Engage and develop positive working relationships to effectively support people with care and support needs, and carers involving advocates and other professionals where appropriate.
- Undertake holistic strengths-based assessments and reviews of a person or carer's outcomes.

- To actively work with residents and their carers to identify and promote their individual strengths, abilities and resources as a meaningful benefit to the outcomes they wish to achieve, thereby improving or maintaining their wellbeing.
 - Apply the National Eligibility Criteria as defined in the Care Act 2014 consistently and fairly ensuring that people understand the rationale behind decision making.
 - Provide comprehensive signposting, information, and advice to promote the person's independence and wellbeing, meeting their needs and outcomes.
 - Facilitate the development of Care and Support plans (and Carers' Support Plans) which are outcome focused, realistic and represent value for money, maximising the use of community resources and informal networks.
 - Facilitate the provision of personal budgets by encouraging the use of Direct Payments or where appropriate arranging services.
 - To identify and engage with risk positively to enable people to achieve their full potential to reach their chosen goals, participate fully in life and to enable people to take the risks they choose to achieve their chosen goals as safely as possible, subject to legal and ethical parameters.
 - To facilitate the understanding and application of financial processes, such as financial assessments and top up arrangements, in line with operational policies and procedures.
 - Identify, report, and investigate safeguarding concerns in line with the Directorate's policy and procedures.
 - Respond to unexpected or difficult events in people's lives promptly and effectively.
 - Ensure that people's records are accurate, and recording is completed in a timely manner as per the Directorate policy and procedure.
 - Ensure the effective prioritisation of work, which balances the needs of people who have care and support needs and the expectations of the organisation.
 - Work in line with relevant policy, procedures and legislation including the Care Act 2014, Mental Capacity Act 2005, and The Mental Health Act 1983.
 - Participate effectively in supervision, performance and development reviews, team meetings, working groups and other organisational meetings as required, with a view to ensuring personal and organisational continuous improvement.
 - Willingness to undertake development opportunities such as Best Interest Assessor, Approved Mental Health Practitioner and Practice Educator training and to utilise the learning from those opportunities in practice.
 - To participate in the Council's major disaster plan and processes as

required.

- Depending on the specific Social Work role, the post holder will also need to fulfill further requirements. Examples include Social Workers within mental health settings will need to be either acting as an Approved Mental Health Professional (AMHP), or willing and able to train to be an AMHP, and all Best Interests Assessors in the Deprivation of Liberties Safeguarding Team will need to be able to act as an Authoriser on behalf of the Supervisory body. These are examples only and a specialist function may be required in other teams and roles.
- Any other duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Professional Social Work Qualification and Social Work England registration or pending registration OR In the final academic year of a Professional Social Work Qualification and pending Social Work England registration	Practice Educator, BIA, AMHP or other post qualification award	Application Certificates
	Evidence of continuous professional development	Willing to undertake Practice Educator, BIA, AMHP or other post qualification award	Interview Certificates
Experience & Knowledge	Demonstrable and relevant experience of delivering person-centered working including assessments and reviews	Post qualification experience in social work	Application Interview

	Demonstrable and relevant experience of working in a strengths-based manner which seeks to identify and maximize the individual's strengths to enable them to achieve their desired outcomes		Application Interview
	Demonstrable and relevant experience of supporting people to take positive risks		Application
	Demonstrable experience of working collaboratively with other agencies and as a member of a team	Experience of multi- agency working Experience of chairing meetings	Application Interview
	Demonstrable and relevant experience of supporting people to devise and implement plans	Experience of person centered care and support plans	Interview
	Demonstrable knowledge of Direct Payments		Interview
		Experience of using social care data bases	Interview
	Knowledge of safeguarding principles and experience of recognising signs of abuse and responding to them appropriately	Experience of working within safeguarding procedures	Application Interview
	Detailed knowledge of relevant legislation including Care Act 2014, Mental Capacity Act 2005 (including DoLS), MHA 1983, etc.	Experience of supporting colleagues	Interview
	Knowledge of Social Work England Professional Standards		Interview

Skills & Abilities	Effective communication skills to convey complex and sensitive information both verbally and in writing including report writing	Presentation skills	Interview
	Ability to organise and prioritise own work effectively		Interview
	Ability to plan effectively, negotiate and be creative with available resources		Interview
	Ability to make robust evidence-based decisions		Interview
	Ability to respond positively to challenging situations and manage conflict	Experience of responding to change positively	Interview
	Numeracy skills, ability to undertake mathematical calculations in order to calculate personal budget values		Interview
	IT skills and the ability to use Microsoft Office Applications effectively		Interview
	To demonstrate a commitment to diversity/inclusion within all aspects of practice		Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview

	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

Other Requirements	Ability to travel regularly to meet the needs of the service	Interview
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Compiled/Reviewed by	Lizzie Edwards (Assistant Director – Service Delivery)
Date	July 2024

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.