

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Social Worker
<b>BAND:</b>	Band 6
<b>DEPARTMENT:</b>	<p><b>Dunstable Community Mental Health Service</b></p> <p>Grove View Integrated Health Hub 2<sup>nd</sup> Floor Court Drive Dunstable Bedfordshire LU5 4JD</p> <p><b>Leighton Buzzard Community Mental Health Service</b></p> <p>Crombie House 36 Hockliffe Street Leighton Buzzard Bedfordshire LU7 1HJ</p>
<b>DIRECTORATE:</b>	Adult Community Mental Health Central Bedfordshire South
<b>REPORTING TO:</b>	Social Care Lead
<b>ACCOUNTABLE TO:</b>	Social Care Lead

### JOB SUMMARY

As a band 6 Social Worker, you will act as the champion and leader of social care and safeguarding in the Dunstable and Leighton Buzzard Community Mental Health Teams.

You will be expected to give robust, consistent, and expert social care practice advice in partnership with specialist senior social care and health colleagues. You will promote high quality, recovery-focused and cost-effective social care services to service users and their carers, focused on the principles of choice, control and independence, as well as ensuring safety.

You will have a small rolling caseload of complex cases and will provide supervision to both experienced and newly qualified social workers. You will support social workers in your locality to maintain constant reflection and development of their practice and will support their continuing professional development in line with the standards set out by the professional regulator, Social Work England.

\* Social Workers must be registered with Social Work England.



You will be a practicing AMHP or prepared to undertake the training required to undertake the AMHP role. As an AMHP, you will provide advice, support, and supervision to other AMHPs.

You will be expected to work in partnership with service users and carers, so that they can feel empowered, and services can be improved as a result of feedback of their experiences.

Partnership working is a key component of this post, both within and outside of the Trust, and you will need to be innovative in ensuring that there is a range of appropriate services locally to support individual recovery journeys.

### KEY RESPONSIBILITIES

1. To be a champion of social care with a comprehensive understanding of legislation and statutory guidance.
2. To maintain regular links and attend meetings with the corporate Social Work Learning and Development Team, and Safeguarding Team, and keep up to date with accurate, consistent, and robust social care, legal and practice advice, and support to locality staff.
3. To undertake the most complex assessments and reviews, for people who may present with a high risk, or those with significant interpersonal, social, legal and/or environmental complexities, ensuring people are assessed appropriately against social care eligibility criteria as defined by The Care Act 2014.
4. To offer direct support to service users and their carers, and to colleagues, through information and advice, to ensure that those who do not meet social care eligibility are appropriately signposted and supported.
5. To ensure that appropriate health and social care services are commissioned with and on behalf of service users, including the duty to offer direct payments, and that processes are in place for service users to be charged by the local authority for the social care services they receive, if applicable.
6. To ensure that commissioned services allow choice to service users and carers and focus on people living in the community with appropriate support and access to universal services.
7. To undertake regular risk assessments and ensure that vulnerable people are kept safe.
8. To lead in the promotion of both child and adult safeguarding practice in line with current policy, and take a lead role in adult safeguarding investigations,

including the chairing of strategy meetings and case conferences.

9. To advise colleagues in best practice when undertaking carer assessments, including identifying contingency plans, and provision of support.
10. To be skilled in partnership working and identify, develop, and facilitate a wide range of recovery-focused community services, ensuring that colleagues within the locality are also aware of developments and best practice.
11. To ensure the involvement of service users and their carers so that the Trust can learn from their experiences to make improvements to service delivery.
12. To ensure accurate computer records of all work undertaken are kept up to date.
13. To undertake your own post qualifying and other appropriate training to ensure high standards of practice and continuation of your registration with Social Work England.
14. To support the development of others in your team, including both experienced and newly qualified social workers, ensuring that they have regular access to continuing professional development.
15. To provide both management and reflective supervision to experienced and newly qualified social workers.
16. To support newly qualified social workers through the Assessed and Supported Year in Employment (ASYE), acting as an ASYE assessor and engagement in the ASYE moderation process.
17. To undertake duties as an Approved Mental Health Professional (AMHP) or be willing to undertake AMHP training.
18. To participate in your own regular supervision and ensure regular reflection on your own practice as both a social worker and AMHP.
19. To undertake other tasks and duties which form part of the delegated social care responsibilities accepted by the Trust on behalf of Central Bedfordshire Council.
20. To adhere to Trust policies and procedures.
21. To undertake additional training as required.
22. To carry out any other duties as appropriately identified by your line manager.

**JOB DESCRIPTION AGREEMENT**

This job description is intended as a guide to the main duties of the post and is not intended to be a prescriptive document. Duties and base of work may change to meet the needs of the service or because of the introduction of new technology. This job description may be reviewed from time to time and changed, after consultation with the postholder..

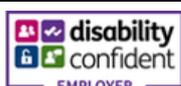


*We care*

*We respect*

*We are inclusive*

<b>Statement on Employment Policies</b>	
In addition to the requirement of all employees to co-operate in the implementation of Employment related policies, your attention is drawn to the following individual employee responsibilities:-	
<b>Health and Safety</b>	Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work, and to co-operate with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
<b>Equal Opportunities</b>	<p>ELFT is committed to equality of opportunity for all employees, job applicants and service users. We are committed to ensuring that no one will be discriminated against on the grounds of race, colour, creed, ethnic or national origin, disability, religion, age, sex, sexual orientation or marital status. The Trust commits itself to promote equal opportunities and value diversity and will keep under review its policies, procedures and practices to ensure that all employees, users and providers of its services are treated according to their needs.</p> <p>For management posts, to ensure that within their service area fair employment practice and equality of opportunity are delivered.</p>
<b>Dealing With Harassment/ Bullying In The Workplace</b>	<p>The Trust believes employees have the right to be treated with respect and to work in a harmonious and supportive working environment free from any form of harassment and / or bullying.</p> <p>The Trust has taken positive steps to ensure that bullying and harassment does not occur in the workplace and that procedures exist to resolve complaints as well as to provide support to staff. It is your responsibility as an employee to abide by and support these steps so all employees can work in a harmonious, friendly and supportive working environment free of any harassment or intimidation based on individual differences.</p> <p>Disciplinary action will be taken against any member of staff found to be transgressing the Dignity at Work Policy.</p>
<b>No Smoking</b>	To refrain from smoking in any of the organisations premises not designated as a smoking area. 'East London Foundation Trust is a Smokefree Trust – this means that staff must be smokefree when on duty or otherwise in uniform, wearing a badge or identifiable as ELFT staff or undertaking trust business.'
<b>Alcohol</b>	To recognise that even small amounts of alcohol can impair work performance and affect ones ability to deal with patients and the public in a proper and acceptable manner. Consumption of alcohol during work hours in not permitted.
<b>Confidentiality</b>	<p>As an employee of the Trust the post-holder may have access to confidential information. The postholder must safeguard at all times, the confidentiality of information relating to patients/clients and staff and under no circumstances should they disclose this information to an unauthorised person within or outside the Trust. The post-holder must ensure compliance with the requirements of the Data Protection Act 1998, Caldicott requirements and the Trust's Information and IM&amp;T Security Policy.</p> <p>To safeguard at all times, the confidentiality of information relating to patients/clients and staff.</p>
	To maintain the confidentiality of all personal data processed by the



*We care*

*We respect*

*We are inclusive*

<b>General Data Protection Regulation (GDPR)</b>	<p>organisation in line with the provisions of the GDPR.</p> <p>As part of your employment with East London Foundation Trust, we will need to maintain your personal information in relation to work on your personal file. You have a right to request access to your personal file via the People &amp; Culture Department.</p>
<b>Safeguarding</b>	<p>All employees must carry out their responsibilities in such a way as to minimise risk of harm to children, young people and adults and to safeguard and promote their welfare in accordance with current legislation, statutory guidance and Trust policies and procedures. Employees should undertake safeguarding training and receive safeguarding supervision appropriate to their role.</p>
<b>Service User and Carer Involvement</b>	<p>ELFT is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.</p>
<b>Personal Development</b>	<p>Each employee's development will be assessed using the Trust's Personal Development Review (PDR) process. You will have the opportunity to discuss your development needs with your Manager on an annual basis, with regular reviews.</p>
<b>Quality Improvement</b>	<p>The Trust encourages staff at all levels to engage in the Trust's approach to quality through quality improvement projects and quality assurance.</p>
<b>Professional Standards</b>	<p>To maintain standards as set by professional regulatory bodies as appropriate.</p>
<b>Conflict of Interests</b>	<p>You are not precluded from accepting employment outside your position with the Trust. However such other employment must not in any way hinder or conflict with the interests of your work for the Trust and must be with the knowledge of your line manager.</p>
<b>Risk Management</b>	<p>Risk Management involves the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. Every employee must co-operate with the Trust to enable all statutory duties to be applied and work to standards set out in the Risk Management Strategy.</p>
<b>Personal and Professional Development/Investors in People</b>	<p>The Trust is accredited as an Investor in People employer and is consequently committed to developing its staff. You will have access to appropriate development opportunities from the Trust's training programme as identified within your knowledge and skills appraisal/personal development plan.</p>
<b>Infection Control</b>	<p>Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities: Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.</p> <p>Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy. Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.</p>

**PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Social Worker
<b>BAND:</b>	Band 6
<b>DEPARTMENT:</b>	<p><b>Dunstable Community Mental Health Service</b>  <b>Grove View Integrated Health Hub</b>  <b>2nd Floor</b>  <b>Court Drive</b>  <b>Dunstable</b>  <b>Bedfordshire</b>  <b>LU5 4JD</b></p> <p><b>Leighton Buzzard Community Mental Health Service</b>  <b>Crombie House</b>  <b>36 Hockliffe Street</b>  <b>Leighton Buzzard</b>  <b>Bedfordshire</b>  <b>LU7 1HJ</b></p>
<b>DIRECTORATE:</b>	Adult Community Mental Health Central Bedfordshire South
<b>REPORTING TO:</b>	Social Care Lead
<b>ACCOUNTABLE TO:</b>	Social Care Lead

ATTRIBUTES	CRITERIA	ESSENTIAL/ DESIRABLE	SELECTON METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	An appropriate social work qualification	Essential	Application
	Registration with Social Work England	Essential	Application
	Education to degree level	Essential	Application
	Master's degree or equivalent post-qualifying training	Essential	Application
	Approved Mental Health Professional training and qualification (or prepared to undertake training within a year of appointment to role)	Essential	Application/ Interview
	Relevant post-qualifying training for social workers	Desirable	Interview
	Other relevant post-qualification training (e.g. CBT, family therapy)	Desirable	Interview
	Best Interest Assessor training	Desirable	Interview



*We care*

*We respect*

*We are inclusive*

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Substantial post-qualification experience with demonstrable evidence of excellent practice at advanced level</li> <li>• Extensive knowledge of legislation, statutory guidance, theory, and policy in relation to adult and children’s social care</li> <li>• Experience of undertaking assessment focused on personalisation, choice and control, and care planning</li> <li>• Understanding of and experience of use of personal budgets and direct payments</li> <li>• Experience of supervising and mentoring others</li> <li>• Evidence of multidisciplinary and collaborative working</li> <li>• Evidence of partnership working with service users and carers, demonstrating dignity and respect, particularly in very challenging situations</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p><b>Knowledge and Skills</b></p>	<ul style="list-style-type: none"> <li>• Excellent ability to communicate with a wide range of stakeholders, including service users and carers, other professionals and colleagues, members of other organisations and locally communities – verbally and in writing</li> <li>• Evidence of successful management of challenging meetings</li> <li>• Ability to manage highly sensitive information</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview/Appli cation</p> <p>Interview/Appli cation</p> <p>Interview/Appli cation</p>

	<ul style="list-style-type: none"> <li>• Experience of using electronic record systems and ability to produce accurate, appropriate, and timely reports</li> <li>• Ability to analyse service user and carer information</li> <li>• Experience of undertaking small scale audits and surveys</li> <li>• Understanding of basic research methods</li> <li>• Demonstrable ability to working sensitively with diverse needs and environments</li> <li>• Commitment to anti-discriminatory practice</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview/Application</p>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Ability to visit and attend meetings at a variety of locations and environments</li> <li>• Experience of using a computer (PC literate to ECDL standard)</li> <li>• Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</li> <li>• Ability to meet deadlines and respond to crises as appropriate</li> <li>• Flexibility and ability to respond to a variety of tasks and to prioritise own workload</li> <li>• Ability to manage others and convey information which may be contentious sensitively so that it achieves required improvements and outcomes</li> <li>• Ability to deal with distressing and sometimes aggressive behaviour of service users and</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview/Application</p>

	<p>carers.</p> <ul style="list-style-type: none"> <li>• Experience of working in an integrated health and social care environment</li> </ul>	Essential	
--	--	-----------	--

S: Shortlisting I: Interview T: Test



*We care*

*We respect*

*We are inclusive*