

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Senior Social Worker - CTPLD</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£48,226 - £51,356 per year plus £729 London Weighting and £963 Essential Car User Allowance</b>
<b>Section:</b>	<b>The Community Team for people with Learning Disabilities and Autism</b>	<b>Grade:</b>	<b>BG-E, SCP 37 - 40</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

The role of the Senior Social Worker is to work with people, their families and other agencies to:

- Assess needs and make plans to meet those needs in line with the Care Act 2014.
- To participate in and take a lead in safeguarding actions.
- To support, supervise and appraise Social Workers and other practitioners.

This job description and person specification are only an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as reasonably required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation and team.

## Designation of post and position within departmental structure



## Daily and monthly responsibilities

- To support people in Bracknell Forest by assessing their needs and attaining their desired outcomes under the Care Act 2014.
- To carry a caseload of adults with Learning Disabilities and Autism.
- To support, supervise and appraise Social Workers and other practitioners.
- To liaise and communicate appropriately with professionals in other departments and organisations.
- To take an active part and sometimes chair team and multi-disciplinary meetings.
- To liaise with carers.
- To assist individuals to find resources appropriate to their needs.
- To plan and cost services that will support people to achieve their stated outcomes.
- To maintain accurate electronic case records in line with the department's policies and guidelines.
- To regularly update knowledge around all issues of social care and health and attend appropriate training, maintaining registration with the Health & Care Professions Council.
- To undertake such other duties as may from time to time be necessary, compatible with the nature of the post. This may include supporting the Approaching Adulthood team and/or Autism Team.
- Contribute to Adult Safeguarding and act as Designated Safeguarding Manager.

## Scope of role

The people supported by the department are vulnerable. Failure to carry out this role appropriately will place people at risk of harm and the Council at reputational risk and risk of litigation.

This position has access to information on matters of a confidential nature relating to work of NHS services, social services and/or the health and personal affairs of people who use our services and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person(s) or organisations.

There is no budgetary control in this position.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Recognised Social Work qualification or equivalent</p> <p>Social Work England Registration</p> <p>Evidence of post qualifying and continuing professional development.</p>	<p>BIA qualified.</p> <p>Safeguarding Level 3</p> <p>Knowledge of CHC</p>
<b>Competence Summary (Knowledge, abilities, skills, experience)</b>	<p>Extensive knowledge of Learning Disabilities and Autism.</p> <p>Knowledge of the relevant legislative framework and national policies.</p> <p>Commitment to person-centred values and knowledge of how to translate into practice.</p> <p>Working knowledge of Microsoft Office with intermediate keyboard skills.</p> <p>Excellent report writing and record keeping skills.</p> <p>Ability to prioritise and organise workload.</p> <p>Empathic and respectful of diversity.</p> <p>Ability to identify risks, anticipate issues and create solutions and to resolve problems.</p> <p>Experience of working with budgets and budget monitoring.</p> <p>Knowledge of local resources.</p> <p>Good team working skills.</p> <p>Self-motivated.</p> <p>Demonstrates honesty and integrity and promotes organisational values.</p> <p>Embrace change, viewing it as an opportunity to learn and develop.</p>	<p>Experience in supervising staff members.</p>

	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.
<b>Work-related Personal Requirements</b>	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>The post holder must own a car and have the ability to travel for work as required.</p>
<b>Other Work Requirements</b>	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p>
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>

**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

