



JOB DESCRIPTION

Job Title:	Social Worker – Adults Social Care Hub
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Directorate:	People	Salary:	£46,783 - £48,873 p.a. Including; £729 London Weighting £963 Essential Car User
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Section:	Adult Social Care Hub Team with cross team working when required	Grade:	BG-F (SCP 34 – 36)
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Location:	Time Square	Work Style:	Hybrid
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Key Objectives of the role

Demonstrates strong safeguarding expertise, with the ability to identify, assess, and respond to risks affecting adults with care and support needs

To use a person-centered and strength-based approach to connect people to their community/social network.

To gather information and identify options and solutions to meet eligible needs.

Ensure that all policies and procedures of the department are adhered

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Demonstrates strong safeguarding expertise, with the ability to identify, assess, and respond to risks affecting adults with care and support needs. Applies the Care Act 2014 principles to ensure individuals are protected from abuse and neglect, using professional curiosity, evidence-based decision-making, and multi-agency working. Confident in leading or contributing to safeguarding enquiries, developing protection plans, and ensuring that individuals' rights, wellbeing, and wishes remain central throughout all safeguarding activity
- Experienced in undertaking duty rotations within Adult Social Care, providing timely responses to new referrals, urgent concerns, and unplanned casework. Skilled in triaging risk, gathering essential information, and applying professional judgement to determine appropriate next steps. Confident in managing high-pressure situations, making defensible decisions, and ensuring individuals receive safe, proportionate, and person-centred support. Demonstrates strong communication and multi-agency coordination to ensure smooth handovers and effective case progression.
- Although the primary role will sit within the Hub Team, there is an expectation to work flexibly across both the Hub and Long-Term Teams as operational needs arise. This includes participating in rotational duties to support demand, ensure continuity of service, and maintain effective workflow across the wider Adult Social Care pathway. Demonstrates adaptability, strong teamwork, and the ability to transition confidently between short-term, assessment-focused work and longer-term case management responsibilities.
- Participate in multi-disciplinary meetings, connecting people and their families to their community and social networks enabling them to live within their own communities.
- To act in the best interest of an individual who lacks mental capacity, using the principles defined in the Mental Capacity Act (2005) to maintain their safety until a time that capacity returns, or alternative arrangements are made.
- Work with family carers to identify their needs as carers and to develop appropriate plans with the carers to meet those needs

Scope of role

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
Skills and qualifications	<p>Recognised Social Work qualification and registered with Social Work England</p> <p>Safeguarding level 2</p>	<p>Safeguarding level 3</p> <p>Best Interest Assessor</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>A minimum two years' experience in a social care or healthcare setting.</p> <p>Understanding of and commitment to the requirements of safeguarding vulnerable adults and promoting their welfare.</p> <p>Experience or ability to respond to crisis situations</p> <p>Knowledge of the relevant legislative framework and national policies</p> <p>Experience in completing mental capacity assessments and best interest decision meetings</p> <p>Commitment to a strengths based focus and person centered values, and knowledge of how to translate into practice</p> <p>Ability to communicate effectively with a wide range of people in a wide range of circumstances</p> <p>Empathic and respectful of diversity and equality</p> <p>IT skills: Social Care Record, Word, Excel, Microsoft Outlook and Teams</p> <p>Good report and record writing skills</p> <p>Able to prioritise and organise workload and work to timeframes</p>	
Work-related Personal Requirements	<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>Flexibility</p>	

Ability to take responsibility and accept accountability at appropriate level

Motivated and person centered values

Must work well as a team member and alone

Must be within reasonable travel distance of Bracknell due to emergency work.

Other Work Requirements

A satisfactory enhanced Disclosure and Barring Service check.
This post is exempt from the Rehabilitation of Offenders Act 1974

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies

Role models and demonstrates the Council's values and behaviours

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.

We make our values real by demonstrating them in how we behave every day.

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.

