

Lancashire County Council

Job description for the post of: Senior Social Worker					
Directorate: Adult Services & Health and Wellbeing			Location:	Countywide	
Establishment or team:		Safeguarding Adults Service		Post number:	
Grade:	9	Line manager:	Safeguarding Adults Manager	Car user:	YES
Staff responsibility: None		Number of staff directly supervised: 0		Which business plan covers this post?	
<p>Core Purpose</p> <p>Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.</p> <p>Corporate Objectives</p> <p>Lancashire a place where people can</p> <ul style="list-style-type: none"> • Feel safe • Lead healthy lives • Get help if they need it • Learn and develop • Work and prosper • Travel easily and safely • Enjoy a high quality environment <p>The purpose of this job is:</p> <p>In a Safeguarding Adults Service working across all adult care groups the post holder will be required to</p> <ul style="list-style-type: none"> • Contribute to the leadership and development of the team • Provide a professional social work service, including statutory social care responsibilities. • Lead, coordinate and provide oversight to multi agency section 42 safeguarding enquiries for adults with care and support needs (whether the authority is meeting any of those needs) if there is concern that they may be experiencing, or at risk of, abuse or neglect. • Utilise a single social worker approach to undertaking safeguarding enquiries • Develop and review safeguarding adult protection plans. • Ensure a collaborative and person-centred approach within this activity aligned to the key principles of the Care Act, Department of Health Making Safeguarding Personal Agenda, and our principle to maintain a continual focus on the safety, wellbeing and wishes of the vulnerable adults we support. • Contribute to service delivery that is person centred and outcome focussed with an emphasis on encouraging independence and enabling recovery. • Work closely and collaboratively with partner agencies, providers, and other stakeholders (both internally and externally) to support positive outcomes for people and actions which mitigate or prevent further harm or abuse. • Deliver timely and high-quality outcomes to people aligned to our service model. <p>The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's Policies and Procedures and the Directorate's Statement of Principles and Standards of Conduct.</p>					
<p>Core tasks</p> <ol style="list-style-type: none"> 1. To deliver a professional Social Work Service 					

2. Work collaboratively with other professionals and agencies to ensure that statutory social care responsibilities are met; identifying safeguarding issues, addressing complex needs, promoting independence and choice, supporting individuals to achieve their ideal outcome
3. To contribute to the delivery of personalised social care service as outlined in national legislation and guidance and in line with county policies and procedures
4. To lead and coordinate Section 42 safeguarding adult enquiries and to ensure an outcome focussed approach.
5. To develop and review adult safeguarding plans.
6. To be proactive, and responsive to people engaging with the service, acting as a primary contact for people wanting safeguarding support and advice.
7. To self-assign and assess safeguarding concerns for further investigation as part of a triage function.
8. To receive, assess and determine a best course of action following telephone communication from members of the public reporting safeguarding concerns. This may lead to further proportionate safeguarding enquiries to be undertaken or appropriate signposting.
9. To assess the need for adult protection and support in accordance with the wishes of the adult and Making Safeguarding Personal Agenda (MSP)
10. Ensure safeguarding interventions are underpinned by the 6 key principles of The Care Act.
11. To prepare safeguarding reports for safeguarding case conferences, Quality Improvement forums and RADAR meetings.
12. To communicate effectively with customer, carers, other agencies, and professionals to support the delivery of a co-ordinated response to customer and carer needs.
13. To keep accurate records in relation to the work undertaken using Social Care electronic record system (LAS) and other relevant ICT systems.
14. To ensure that safeguarding practice is underpinned by a sound understanding of the Care Act, Human Rights Act and Mental Capacity Act / DoI's legislation.
15. To undertake continuous professional development including the completion of all mandatory e-learning and formal training as set out within the Adult Social Care Training Plan.
16. Contribute to the development of policy, procedural and service development, working with all levels of management as required, to improve practice and implement change.
17. Liaise with designated team manager and comply with service requirements regarding supervision, undertaking continuous professional development including attendance at formal training.
18. Support the Team Manager in the successful running of the team: e.g. support with complaints process, promote continuous improvement via case management.
19. Act in a consultative role to colleagues and partners in relation to complex or high-risk enquiries, legislation and multi-agency partners providing professional advice, support and learning opportunities through the dissemination of information, resources and practice wisdom.
20. Chair and co-ordinate, or attend a range of meetings specific to service area (i.e. RADAR or Risk and Planning meetings / other multi-agency partner meetings)
21. Support or undertake work in relation to legal processes (e.g. coroners reports) and produce high quality reports for a range of functions.
22. Act as a Practice Educator to student Social Workers, as either a qualified Practice Educator (Practice Educator Professional Standards (PEPS) stage 2) or have a commitment to working towards this.
23. Support the Team Manager with support of newly qualified staff through their Assessed and Supported Year in Employment (ASYE), and the probationary period for all new staff.
24. To maintain your own emotional resilience and promote the wellbeing of the team whilst developing practice competence and confidence.
25. To undertake additional duties as deemed appropriate by the team manager.

Prepared by:		Date:	
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Lancashire County Council

Person specification form		
Job title: Senior Social Worker	Grade: 9	
Directorate: Adult Services & Health and Wellbeing	Post number:	
Establishment or team: Safeguarding Adults Service		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Social Work, CSS, CQSW, DipSW or equivalent	E	AF& I
Current Social work England registration	E	AF& I
Experience		
Accepting referrals and undertaking section 42 safeguarding enquiries	D	AF& I
Clear, effective decision making, assessment of information and evidence of robust rationale for action undertaken	E	AF& I
Gathering and sharing information from multiple sources	E	AF& I
Completing safeguarding enquiry reports	D	AF& I
Developing Adult Protection Plans which have an outcome focus	D	AF& I
Assessing the needs and wishes of individuals	E	AF& I
Work in a Social Services Directorate or other Statutory or Voluntary Agency	E	AF& I
Work with a range of client groups within an Agency	E	AF& I
Managing a caseload	E	AF& I
Determining priorities	E	AF& I
Working as a member of a team and in collaboration with other agencies.	E	AF& I
Knowledge, skills, and abilities		
Knowledge of relevant legislation relating to Safeguarding and wider social work practice	E	AF/I
Experience in assessing and analysing need, wishes and risk with individuals	E	AF/I

Ability to manage and balance a varied, changing caseload level in terms of complexity, volume, and risk	E	AF/I
Ability to be proactive in caseload and performance management including working independently	E	AF/I
Experience in working effectively with other agencies and professionals	E	AF/I
Working understanding of relevant legislation and its application and ability to work within legal framework and accountability.	E	AF/I
IT literate, experience in using manual and computer systems for record keeping	E	AF/I
Negotiating and networking with a range of professionals, actively update and engage with managers and peers in caseload and rationale discussions	E	AF/I
A demonstrable understanding and acceptance of the principles underlying equal opportunities and diversification and a commitment to achieving these.	E	AF/I
Effective written and oral communication skills appropriate to the situation.	E	AF/I
A commitment to improving practice standards and personal competencies through continuous professional development and use of supervision and appraisal to improve personal performance.	E	AF/I
To have the ability to value diversity and work across cultures.	E	AF/I
<p>Other (including special requirements)</p> <ol style="list-style-type: none"> 1. Commitment to equality and diversity 2. Commitment to health and safety 3. Commitment to attendance at work 4. An ability and commitment to work flexibly across geographical areas within Lancashire <p>*This is an essential car user post</p> <p>However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.</p>	E	AF/I

Prepared by:	Date:
Note: We will always consider your references before confirming a job offer in writing.	

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

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Team/Establishment	
Post/Job title	
Description of main activities the employee will be required to undertake (or attach job description)	
Form completed by: (print name)	

**A. The job to which this form refers will or may involve one or more of the following activities.
(Please indicate YES or NO)**

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. <i>percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The job to which this form refers will or may involve one or more of the following activities.
(Please indicate YES or NO)**

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Line Manager/ Headteacher (<i>please print</i>)			
Signature:			
Telephone Number:		Date:	6

Directorate Core Values

Adult & Community Services Directorate	Children & Young People Directorate
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • Everyone is unique and should be treated with respect. • Working in partnership is more effective than working alone. • People who use our services, and their carers, should be fully involved in decisions about their lives. • Everyone has a right to free access to information. • Our services should respond to the diversity of our local communities. • Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services. 	<p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • the role of parents, carers and everyone who has parenting responsibilities; • what children, young people and their families want to tell us; • the power of people working together to achieve common aims; • good public service; • the richness of our diverse communities and cultural heritage; • the essential contribution which education and learning make in improving the lives of children and young people; and • the creative contribution made by children and young people to their communities.
Environment Directorate	Office of the Chief Executive Directorate
<p>Our core values are to:</p> <ul style="list-style-type: none"> • develop and maintain safe and effective transport systems; • support and protect Lancashire’s people and businesses; • improve the quality of Lancashire’s environment and quality of life for the people of Lancashire; • help regenerate Lancashire’s urban and rural areas; and • plan a better, more sustainable future for Lancashire. 	<p>Our core values are:</p> <ul style="list-style-type: none"> • governance; • corporate working; • partnership working; • community leadership; • communication; and • service delivery.
Resources Directorate	
<p>Our core values are to:</p> <ul style="list-style-type: none"> • satisfy the council’s customers within the legal and financial restrictions placed on us; • support and develop our staff; • increase the extent to which we aim for, measure and improve service performance and standards; • help build strategic capacity for the county council; • maintain good governance; • support partnership working; • maintain consistency across the whole of the county council; • understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and • promote efficiency and value for money. 	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> • ideas flourish and participation is the norm; • communication, feedback and praise go in all directions; • everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do; • processes are a framework, not a straitjacket; and • managers are treated with respect and treat everyone with respect.