

# Lancashire County Council

Job description for the post of: Senior Social Worker			
Directorate: Adult Social Care		Location:	
Establishment or team:		Post number:	
Grade: 9	Line manager:	Car user:	Y / N
Staff responsibility: Yes	Number of staff directly supervised: Up to 6		
<p><b>The purpose of this role:</b></p> <p>To contribute to the leadership and development of the team in addition to providing a strength based, outcome focussed assessment service to all adults across community and hospital settings.</p> <p><b>Core tasks:</b></p> <p>The post holder will be required to:</p> <ol style="list-style-type: none"><li>1. Promote and provide a strength-based, outcome-focussed assessment service to all adults within Lancashire, who are eligible for services.</li><li>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 outcomes.</li><li>3. Manage and prioritise a reduced case load, which is likely to include a higher proportion of complex and contentious cases, which will be negotiated and reviewed via supervision.</li><li>4. Supervise staff and undertake duties as delegated by the Team Manager:<ol style="list-style-type: none"><li>(i) 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.</li><li>(ii) Support the Team Manager with management of newly qualified staff through their Assessed and Supported Year in Employment (ASYE), and the probationary period for all new staff.</li><li>(iii) Supervise team members Grade 6-8 as required by service area.</li></ol></li><li>5. Support the Team Manager in the successful running of the team: support with complaints process, promote continuous improvement via case management and case progression meetings as well as updating Oracle as required.</li><li>6. Allocate and approve work of team members Grade 6-8 (depending upon service requirement).</li><li>7. Chair and co-ordinate a range of meetings specific to service area.</li></ol>			

8. Support or undertake work in relation to legal processes (e.g. court work, legal challenges, etc.) and produce high quality assessments and reports for a range of functions.
9. Act in a consultative role in relation to complex cases, providing professional advice, support and learning opportunities through the dissemination of information, resources and practice wisdom.
10. Contribute to the development of policy, procedural and service development, working with all levels of management as required, to improve practice and implement change.
11. Represent the Authority internally and externally at the request of the Team Manager; negotiating/liasing with Health and other statutory colleagues as required.
12. To keep accurate records in relation to the contact and work undertaken, using electronic record systems (Liquid Logic) and other relevant ICT systems.
13. Operate with a higher level of independence and decision making.
14. 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.
15. To maintain your own emotional resilience and promote the wellbeing of the team whilst developing practice competence and confidence.
16. To participate in a duty system which involves the need to work flexibly and respond to urgent situations where necessary.
17. To undertake additional duties as deemed appropriate by the team manager.

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.

**Prepared by:**

Recruitment and Academy Practice Improvement Team  
following Team Manager's Consultation Workshop

**Date:** 14.02.2022

**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 cooperate with 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.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

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Person Specification Form		
<b>Job title:</b> Senior Social Worker	<b>Grade:</b> Grade 9	
<b>Directorate:</b> Adult Social Care	<b>Post number:</b>	
<b>Establishment or team:</b>		
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)
<b>Qualifications</b>		
SW, CSS, DipSW or Social Work Degree	E	AF/I
Current Social Work England registration	E	AF/I
<b>Experience</b>		
At least 3 years' experience as a Social Worker	E	AF/I
Undertaking complex work with a range of client groups	E	AF/I
Managing a caseload and competing priorities	E	AF/I
Work in a Social Services Directorate or other Statutory or Voluntary Agency.	E	AF/I
Supporting a student or less experienced staff	E	AF/I
<b>Knowledge, skills and abilities</b>		
Detailed knowledge of the relevant social care legislation, application and individual accountability.	E	AF/I/T*
Experience in assessing and analysing need and risk and planning/commissioning care with individuals.	E	AF/I
Experience in working effectively with other agencies and professionals.	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.	E	AF/I
Numeratorate and able to contribute to the management of budgets and resources.	E	AF/I
Effective organisational skills, able to prioritise and manage a case load and work independently under pressure.	E	AF/I

A demonstrable understanding and acceptance of the principles underlying equal opportunities and diversity and a commitment to achieving these.	E	AF/I/T*
Excellent written and oral communication skills appropriate to the situation.	E	AF/I/T*
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/T*
To have the ability to value diversity and work across cultures.	E	AF/I
Experience of informally training and mentoring less experienced staff.	D	AF/I
Ability to influence others based on technical or professional expertise.	E	AF/I
Ability to motivate and support the long-term development of staff.	E	AF/I
Ability to operate with a higher level of independence and decision making.	E	AF/I
<i>*You may be tested on more than one, but not all of these elements as part of the test. The test will be in the form of a pre-prepared presentation to the panel.</i>		
<b>Other</b> (including special requirements)		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. The County Council operates a general no smoking policy.		
4. This is an essential car user post and the post holder is expected to be able to drive and have a car at their disposal. However, in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive. <i>Applications may also be considered by those whose ability to drive has been directly affected by the pandemic owing to DVLA delays and difficulties sourcing lessons. However, this is dependent on the needs of the service and decisions are at the discretion of the recruiting manager. It will be a requirement that anyone who is successfully appointed and cannot drive will be expected to pass their test and provide a car in connection with their business duties within their 6-month probationary period.</i>	E	I
<b>Prepared by:</b> Recruitment and Academy Practice Improvement Team following Team Manager's Consultation Workshop <b>Date:</b> 14.02.2022		
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

**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 Head of Service/Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

**CONFIDENTIAL**

<b>Team/Establishment:</b>
<b>Post title:</b> Senior Social Worker
<b>Description of main activities the employee will be required to undertake (or attach role profile):</b> See role profile above for details.
<b>Form completed by:</b>

**A. The post 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 ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	<input type="checkbox"/>	<b>X</b>
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"/>	<b>X</b>
3	Work in unusual environmental conditions ( <i>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</i> ).	<input type="checkbox"/>	<b>X</b>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	<input type="checkbox"/>	<b>X</b>
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"/>	<b>X</b>
6	Some contact with hazardous substances ( <i>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</i> ).	<input type="checkbox"/>	<b>X</b>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<b>X</b>

8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<b>X</b>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<b>X</b>
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	<input type="checkbox"/>	<b>X</b>

**B. The post 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.**

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

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

N/A

<b>Line Manager:</b>	
<b>Telephone Number:</b>	<b>Date:</b>