

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Learning Disability, Mental Learning Disability, Mental Health and Substance Misuse (attached to the Specialist Mental Health and Substance Misuse Housing Outreach Service in Cwm Taf Morgannwg)
<b>POST:</b>	Social Worker 1 2 & 3 – Housing Outreach Service
<b>GRADE OF POST:</b>	Social Worker 1 - Grade 10 - Newly Qualified/First year in practice Social Worker 2 – Grade 11 - On completion of first year in practice Social Worker 3 - Grade 12 - Subject to consolidation and a minimum of 2 years post qualifying experience.
<b>RESPONSIBLE TO:</b>	Senior Practitioner – Substance Misuse Social Work Team

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### **JOB PURPOSE:**

As a Social Worker with a specialist, multi-agency outreach service, you will individuals experiencing street homelessness, vulnerably housed, residing in emergency accommodation (Bed and Breakfast/hotel etc), hostel, "Housing First" and supported housing projects. These individuals will often have multiple, complex needs and find it difficult to access traditional services. The team will work with these individuals until suitable for transfer into the wider teams as appropriate.

The service will bring together health, housing, social care and third sector agencies to address the treatment and support needs of these individuals.

Assist with individuals who have care and support needs, to carry out assessments and more importantly assist with navigating health and social care pathways to help identify future service provision.

The post is based with the Specialist Mental Health and Substance Misuse housing Outreach Service in Cwm Taf Morgannwg and will involve working in partnership with local statutory and non-statutory services in the County Borough of Bridgend

You will actively promote our 'Strengths-Based Model of Practice-Working to Achieve Outcomes'.

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## **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Participate in effective partnership working and engagement and to work collaboratively with a range of organisations, statutory and voluntary in delivering services to children, young people and adults.
- Work in co-production Adults, their carers and significant others in undertaking assessments and planning.
- Complete written records, reports and assessments to an excellent standard as required in conjunction with Children's and Adult's Services policies and practices.
- Ensure the views of Children and young people are listened to as part of any process undertaken
- Recognise that Adults with capacity are able to judge what is in their best interest and what will meet their wellbeing needs
- For first year in practice social workers, to complete their first year in practice and consolidation programme.
- Maintain the highest professional standards in the discharge of this post and to up hold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility.
- Meet the requirements of the Bridgend Quality Assurance framework and standards.
- Take personal responsibility for keeping up to date with legislation, research findings and practice knowledge, including attendance at appropriate training.
- Value, recognise and respect the diversity, expertise and experience of individuals, families, carers, groups and communities and in doing so enable them to make informed decisions and express what matters to them.
- Undertaking assessments in line with the Social Services and Well-being (Wales) Act 2014 with children, adults and their families/carers, identifying outcomes and where required developing care and support plans, which are monitored and reviewed. This includes assessing and practicing as follows:
  - Risks to children and adults are assessed and balanced in a way that promotes coproduction, independence and choice;
  - Strengths within the persons circumstances are identified and promoted;
  - Have a responsibility to plan and work within the financial resources which have been secured to deliver social care services within their area of accountability
  - Social inclusion of isolated and vulnerable people is promoted; particularly networking with community and family resources;
  - Work in collaboration with other agencies adopting a multi-disciplinary approach where appropriate;
  - Ensuring that electronically held records, including case recordings, assessments, care and support plans and

reviews are completed and/or updated in accordance with departmental policy and procedures.

- Working with children, adults and carers, social workers seek to enhance their problem-solving capabilities in a way that support maximum independence and choice.
- Considering with children/ young people and adults, individual's and carers, options to best meet the outcomes identified and assist in making informed decisions.
- Seeking to maximise the financial and material resources available to service users from all possible sources.
- Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and timescales.
- Preparing court and other specialist reports in the required standard and format.
- Attending inter-agency meetings/liaison, e.g. Child or Adult Protection Conferences, CLA Reviews and strategy meetings.
- Prepare for and participate in supervision and personal development reviews with line manager, and identify personal development and training needs to maintain registration requirements.

**Social Worker 2 – As above plus:**

- Being responsible for several cases of increasing complexity including increased support for cases with any court-related proceedings, with the opportunity for joint-working.
- Mentoring and supporting social work students and social work assistants in their practice.

**Social Worker 3 - As above plus:**

- Supervision and mentoring of social work students and other junior members of staff.
- Provide advice and guidance to less experience social workers.
- To undertake complex, high-risk cases, which will include court attendance.
- Lead joint working with less experienced social workers in complex cases .
- Where appropriate approach and undertake Mental Capacity Act assessments to fulfil the requirements of the MCA Code of Practice; social workers are also required under this statutory duty to ensure proper and objective assessment when working out best interests on each relevant occasion.
- Convening inter-agency meetings/liaison, e.g. Child or Adult Protection Conferences, CLA Reviews and strategy meetings.
- Appropriately challenge the judgements and decisions of others where there is evidence that the wellbeing outcomes are not being achieved.



- Routinely represent and advocate on behalf of vulnerable individuals, families and carers, ensuring their rights are upheld at various forums.
- Represent the Council within multi-agency and inter-disciplinary settings.
- To adhere to the All Wales Safeguarding procedures.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#).

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Social Worker 1 2 & 3 – Housing Outreach Service

The following attributes represent the range of skills, abilities, and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Social Work Degree or other Social Work qualification recognised by Social Care Wales.</li> <li>Registration with Social Care Wales.</li> <li>CPEL – To complete the Consolidation Programme if qualified after April 2016.</li> <li>Consolidated practitioner with 2 years post qualifying experience, and demonstratable skills for responsibilities of social worker 3.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>For SW3 only</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with adults with needs for care and support/ care and treatment planning.</li> <li>A knowledge of equal opportunities / anti oppressive practice. Knowledge and understanding of the Social Services and Well-being Act (Wales) 2014.</li> <li>Working in partnership with statutory/voluntary organisations to promote the independence of individuals.</li> <li>Knowledge and understanding of the adult and /or children's safeguarding procedures in Wales. Children's Services posts: A sound understanding of the Law relating to children and families .</li> <li>An understanding of child and adolescent development. Adult Social Work posts: Knowledge and understanding of the Mental Capacity Act and the Mental Health Act. Knowledge and understanding of the United Nations principles for older and disabled peoples .</li> <li>Experience of caseload management.</li> <li>Direct experience of complex cases.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>Direct experience of the Care Co-ordination role, which has legal responsibility as delegated under the Mental Health (Wales) Measure 2010.</li> <li>Experience of court and legal work.</li> </ul>	<p>For SW3 only</p> <p>For SW3 only</p>	Interview, application form and selection process
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>The ability to work in a strengths-based, outcome focused way, identifying the risks to independence.</li> <li>To work to the Code of Professional Practice for Social Care.</li> <li>Skills in assessment and analysing information to achieve positive outcomes for service users and carers.</li> <li>Ability to work effectively in a multi-disciplinary setting as a team member.</li> <li>Ability to form constructive working relationships with colleagues and other agencies.</li> <li>Ability to work independently and to seek advice when necessary.</li> <li>Ability to work within the legislative framework, policies and procedures of statutory organisations.</li> <li>Ability to prioritise and take responsibility for workload management and performance.</li> <li>Ability to manage in a busy environment.</li> <li>Ability to communicate clearly and effectively.</li> <li>Committed and motivated.</li> <li>Creative, assertive and forward thinking.</li> <li>Ability to provide consultation and advice to other staff.</li> <li>Ability to work flexibly and proactively.</li> <li>A demonstrable commitment to equalities and anti-discriminatory practice.</li> <li>To be computer literate and able to present information verbally and in written form.</li> <li>Driving license with access to vehicle.</li> <li>Ability to make decisions appropriately.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>For SW3 only</p>	Interview, application form, and selection process.





Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Excellent investigative skills.</li> <li>• Capacity to problem solve whilst working under pressure.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>For SW3 only  For SW3 only</p>	<p>Interview, application form, and selection process</p>