



<b>Job description</b>	
<b>Job title</b>	Social Worker
<b>Grade</b>	Qualified pay band L
<b>Directorate</b>	Adult Social Care (ASC)
<b>Section/team</b>	MASH- Hospital Discharge Team -Communities – Prevention – Mental Health - Review
<b>Accountable to</b>	Team Manager
<b>Responsible for</b>	Professional Standards – SWE
<b>Date reviewed</b>	May 2021

### **Purpose of the Job**

Under the supervision of the Team Manager the social worker/ post-holder will ensure that the needs of adults referred to ASC are assessed and identified, met, safeguarded and monitored in accordance with the requirements of the Care Act 2014 and Knowsley's safeguarding policy and procedures, including other relevant requirements and legislation.

The MASH provide adult safeguarding advice and support to professionals and members of the public when safeguarding concerns have been received, in accordance with criteria guidance and the multi-agency adult safeguarding policy and procedure

Hospital discharge support safe and timely discharge and will be required to establish and maintain good, collaborative working relationship with partner agencies such as health trusts, assessment of people under the Care Act to return home or to other necessary identified provision.

The Prevention Team provide social work support at the front door, to empower people to be as independent as possible applying asset based approaches, with medium to long term social work support moving were required to the Communities Team for any necessary assessed and identified support planning. The review team undertakes statutory annual reviews and targeted review and reassessment activity in support of the transformation programme. Our Mental Health Team works with the local NHS trust to support residents open to secondary MH service during recovery.



## Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Promote the welfare and safeguarding of adults in Knowsley.
2. To carry out timely assessments on knowsley adult residents in accordance with the Asset based model of assessment together with supporting guidance.
3. To respond to safeguarding referrals received through Knowsley's Multi-Agency Safeguarding Hub
4. Ensure interim/long term protection/risk management plans are in place in accordance with the principles and practice of Making Safeguarding Personal. Ensuring that people are actively involved in the safeguarding process and supporting the outcomes they wish to achieve, in consultation with family/carers and key professionals.
5. Have a good understanding of the Care Act 2014, MCA and DoLS legislation and its implementation.
6. To carry out safeguarding enquiries within a timely manner.
7. Ensure assessments and planning for people, actively promote the participation and engagement of all relevant agencies, the person and their family.
8. Prepare/formulate support plans for people which take account of their views/ wishes in the implementation of those support plans.
9. To maintain case records to a high standard and produce reports in accordance with the Service guidance/policy and procedure which reflect national guidelines using the relevant information technology.
10. All aspects of care management, including undertaking social care needs assessment in line with the Care Act 2014,
11. Mental Capacity Assessments, best interest meetings, court of protection applications, care planning for vulnerable adults within all service user groups, carers and families.
12. To participate in developmental activities as may be required, and to promote improvement of service or the use of resources.



13. Ensure the statutory duties of the Council are fulfilled and met in accordance with legal requirements and Service responsibilities to promote and safeguard a vulnerable person's welfare.
14. To pursue appropriate personal and professional training and development opportunities as and when they occur to ensure compliance with Social Work England and Directorate standards/expectations.
15. To comply with all the Council's Standing orders and Financial regulations.
16. Any other duties (commensurate with the grade) which will assist the Service in meeting its objectives.

### Health and Safety

- Use equipment as instructed and trained
- Use equipment made available to support personal safety
- Use agreements /policy when working with other agencies to maintain and risk manage personal safety
- Use and follow lone working procedures
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- To inform management of any health and safety issues which could place individuals in danger.
- To ensure suitable and sufficient Risk assessments are undertaken regarding health and safety

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.



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- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.