

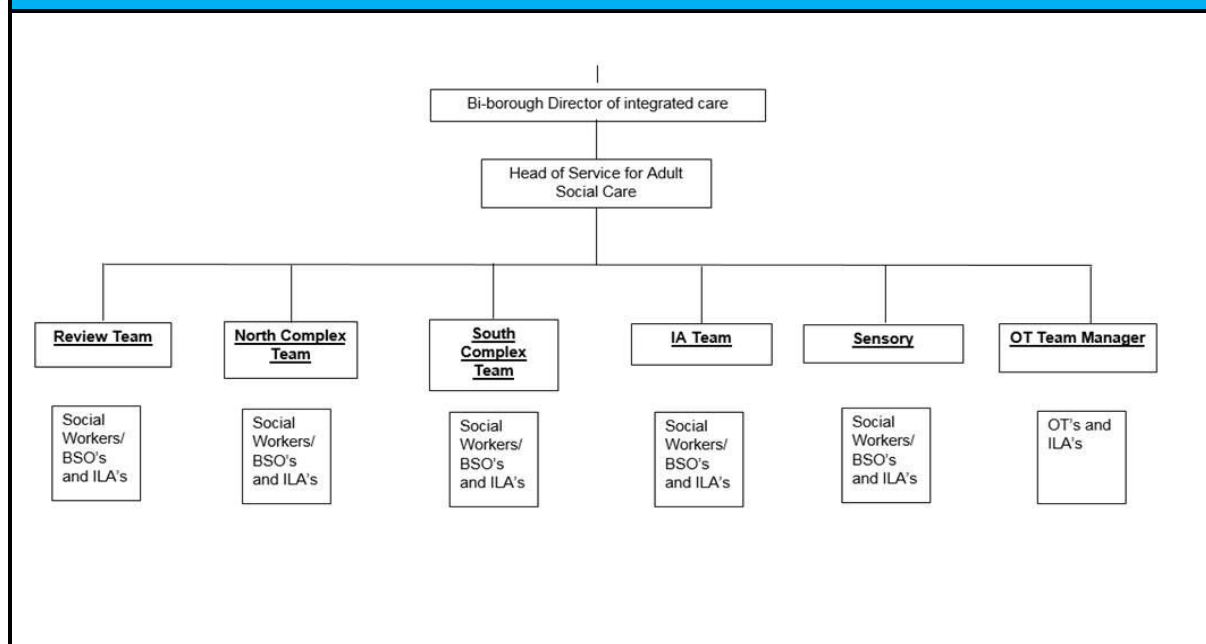
JOB DESCRIPTION

Job Title	Social Worker
Department	Adult Social Care
Section or Service	Care and Assessment Services
Grade	F

DESIGNATION:

Responsible to:	Team Manager
Employees directly supervised (if applicable):	None

Family Tree



1. JOB PURPOSE:

Main Purpose of the Job

To provide an assessment and care management service to Service Users living in the borough. To provide a professional social work service to people with a range of care needs.

2. DESCRIPTION OF DUTIES:

- 1 To help provide a service that improves the availability and quality of advice and information for all residents and continues to offer timely and responsive assessments and to deliver personalised care to support users and carers with non-complex needs to shape their own lives and the services they receive.
- 2 To assess, according to the agreed eligibility criteria, the needs of people who are referred to the service
- 3 To arrange services for all residents in need of social care support referred to the team in a safe, timely and effective manner.
- 5 To liaise effectively and work in partnership with statutory and voluntary organisations
- 6 To participate in team and service developments
- 7 To maintain records and be conversant with the Department's I.T. systems
- 8 To be conversant with relevant legislation, departmental standards and procedures. To work according to local and national policies and in the context of people being supported to have more choice and control.
- 9 To participate in regular one to one supervisory meetings and inform the relevant manager of all matters of an urgent or complex nature
- 10 To undertake training as identified in conjunction with the manager and to disseminate information and share knowledge with the team
- 11 To ensure all service users are enabled to maximise their capability as a result of our input.
- 12 Being familiar with the Adult Social Care content on the RBKC website.
- 13 To involve users and carers in the monitoring and evaluation of the service.
- 14 To carry out the responsibilities of the job with due regard to equal opportunities, confidentiality and departmental standards

- 15 Any other tasks and responsibilities as required to deliver the Council's Social Services responsibilities and those appropriate to the post
- 16 All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.

The duties and responsibilities outlined in this job profile are indicative of the role; however, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager

PERSON SPECIFICATION

Job Title:	Social Worker
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: Qualified Social Worker
C	Skills; Experience and Attitude <ul style="list-style-type: none"> • Essential: Knowledge and understanding of the issues facing people who may need assistance accessing Social Care. • Essential: Knowledge and understand of the Care act. • Knowledge and understanding of the issues facing carers • Knowledge of the basic concepts of NHS & Community Care Act • Ability to undertake assessments of social care needs • Ability to use Word, Windows, Lotus notes

	Our Values & Behaviours
D	<div data-bbox="247 286 853 358" data-label="Section-Header"> <p>PUTTING COMMUNITIES FIRST</p> </div> <ul data-bbox="295 392 1364 504" style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p data-bbox="247 537 869 616">The following examples are indicators of effective behaviour:</p> <ul data-bbox="295 649 1396 761" style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p data-bbox="247 795 622 840">Our residents will feel that:</p> <ul data-bbox="295 873 1228 985" style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div data-bbox="255 1070 826 1153" data-label="Section-Header"> <p>RESPECT</p> </div> <ul data-bbox="295 1176 1396 1321" style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. <p data-bbox="255 1355 869 1433">The following examples are indicators of effective behaviour:</p> <ul data-bbox="295 1467 1460 1702" style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p data-bbox="255 1736 622 1780">Our residents will feel that:</p> <ul data-bbox="295 1814 1021 1926" style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div data-bbox="258 1982 833 2056" data-label="Section-Header"> <p>INTEGRITY</p> </div>

	<ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	<div data-bbox="256 965 783 1037" style="background-color: #00b050; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> WORKING TOGETHER </div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.