

Job Summary

Post Title	Social Worker / Occupational Therapist	Pay Grade	6
Service Area	Adult Social Care Occupational Therapy Adults and Health Directorate	Line Manager	Assistant Team Manager / Advanced Practitioner
Location	County Wide – see ASC Ops Structure	Job Family	People Care
DBS Check Required?	YES		

Section 1: Job Purpose and Job Context

To be an ambassador and leader across social work or occupational therapy both internally and external to the department. To ensure the highest standards of service are provided to the residents of Buckinghamshire.

Section 2: Main Responsibilities and Duties

- Be an ambassador and leader across social work or occupational therapy both internally and external to the department
- To provide a high quality and effective professional casework service, taking responsibility for working and managing a caseload within a framework of appropriate supervision, dependent upon the complexities of these cases and the social worker's experience
- To comply with legislation, statutory guidance and local policies and procedure
- Delivering outstanding support to Buckinghamshire residents and ensure that regular monitoring and review of care and support plans is carried out
- To be competent in all areas of the Professional Capabilities Framework of Social Work/ Occupational Therapy

To ensure the highest standards of service are provided to the residents of Buckinghamshire, Social Workers and Occupational Therapists will ensure:

- Work in accordance with the Better Lives framework
- Promote and deliver goal-based support people to achieve greater independence
- Promote equality as an integral part of a role and treat everyone with fairness and dignity
- Provides a proactive personalised approach to the delivery of care and practice
- Respond to people's needs in a timely manner
- Focus on improving people's well-being
- Give people greater choice and control over the care that they receive
- Take account of people's risks and safety at all times, identifying mitigations to reduce that risk
- Support people to achieve the outcomes that are most important to them using all available resources and taking responsibility for the public purse
- Provide personalised information and advice, safeguarding, assessment, support planning and review to individuals/families and their carers

Key Responsibilities:

- To promote independence, wellbeing and a community assets-based approach to social care/ occupational practice at all stages in the customer pathway
- To ensure compliance with all statutory social care requirements including the Care Act, the Mental Health Act and the Mental Capacity Act through timely and proportionate assessment, support

planning and review

- To ensure compliance within the Buckinghamshire Multi-agency Safeguarding Procedures and that staff providing support to ensure Safeguarding timescales are adhered to where they are not, escalate evidence of ineffective safeguarding arrangements
 - Manage a caseload within a framework of appropriate reflective supervision, undertaking focused, strength-based assessments, outcome-focused plans and reviews that have clear objectives and outcome measures in order to ensure that all vulnerable adults and families receive a service that reflects the Council's commitment to safeguarding and putting the needs of vulnerable adults first
 - Demonstrate and model good practice that reflects a commitment to relationship and strengths-based practice, working collaboratively with adults and their families
 - To assist users and carers to play a full part in the social care process by extending to them advice, support and guidance including access to translation, interpretation or advocacy services
 - To ensure all financial assessments are requested as appropriate and to forward all relevant documentation as necessary
 - Work directly with adults and their families to establish their lived experiences, wishes and feelings, using a variety of techniques, as required
- Maintain accurate and up to date records in line with Data Protection legislation (GDPR) and use Buckinghamshire Council's specific recording systems to promote effective case management.
- Prepare clear, structured and concise reports for meetings, i.e. Adult Safeguarding Conferences, strategy meetings, court proceedings, DFG applications as necessary, to the required standard and within the prescribed timescales
 - Where required, to complete court paperwork, attend court, and action Court Orders that have been made
 - Keep up to date with research findings, theoretical models and innovative practice within the social work field in order to maintain the highest professional standards
 - Participate in regular reflective supervision and Coaching for Performance process with your manager to review casework and critically reflect on, and identify any areas of learning
- Maintain a record of continuous professional development in accordance with Social Work England's / HCPCs guidance
- Keep up to date with the Council's organisational policies, government guidance, legislation, research and national trends in order to maintain the highest professional standards
 - To actively promote the Council's Equality Policy and observe the standard of conduct which prevents discrimination taking place
 - To perform all the functions of the post consistent with current legislation and within the policies standards and procedures established by the Council
 - To take responsibility for all the functions of the post within the boundaries of delegated responsibility

Additional elements – Occupational Therapists

- To develop competent moving and handling skills and learn techniques to enable single handed care
- To provide support and input into OT assessment clinics across the county
- To contribute to case resolution through input into the OT triage function
- On a rota basis, link with the other service areas within Adult Social Care to integrate OT and social care delivery

Section 3: Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential

- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Section 4: Knowledge, Skills and Experience (taken from role profile)	Job Specific Examples	Essential	Desirable
Qualified Social Worker or Occupational Therapist		✓	
Commitment to continuing professional development		✓	
Demonstrable experience in relationship and strengths-based practice, working collaboratively with adults and their families.		✓	
Demonstrable experience of undertaking direct work with adults		✓	
Proven experience in one or more areas of practice and have a broader knowledge of local and national resource networks		✓	
Ability to use advanced theoretical/ practical/ procedural/ organizational/ police knowledge across a specialist area.		✓	
Knowledge and experience of working with vulnerable adults in a statutory setting		✓	
Knowledge and experience in the application of relevant legislation, statutory guidance, standards and local policies and procedures		✓	
Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research findings		✓	
Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information		✓	
Demonstrable ability to build sound, productive working relationships with colleagues, partners and other staff.		✓	

Demonstrates strong assessment skills and analysis of relevant information and develops multi agency outcome-focused plans to improve outcomes for adults using evidence based practice.		✓	
Engages effectively with adults and has experience of using different tools and methodologies to communicate with adults.		✓	
Ability to maintain accurate and up to date case records in a timely manner		✓	
Ability to write high quality written reports which are suitable for a variety of professional settings.		✓	
Ability to analyse and interpret varied and complex information, developing strategies and solutions for the medium and long term.		✓	
Ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.		✓	
Competent in the use of Microsoft Office packages as well as an electronic case management systems		✓	
Ability to practice effectively and competently with an increasing level of autonomy and independence.		✓	
Ability to determine which interventions, knowledge and skills to deploy to effectively respond to different issues.		✓	
Ability to carry out tasks which impact on the wellbeing of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.		✓	
Ability to work under pressure and manage time and workload effectively.		✓	
Ability to work effectively as part of a team to achieve team and service plan objectives and targets.		✓	
Ability to maintain confidentiality at all times		✓	
Qualifications			
Social Work Advanced Practitioner - Qualified Social Worker		✓	
Occupational Therapist - BSC degree in Occupational Therapy or COT Diploma qualification or equivalent		✓	
Successful completion of qualifying year together with one years post qualifying		✓	

experience of working with adults		
Other Requirements	Essential	Desirable
Full driving licence with access to a vehicle	✓	
Registration with Social Work England or HCPC	✓	
Commitment to continuous professional development	✓	
Ability to demonstrate a commitment to individual and reflective supervision	✓	
Enhanced DBS check	✓	
Work flexibly where needed to facilitate seven day working	✓	
An understanding of Social Work England's/ HCPC's professional standards and a commitment to upholding them in your practice	✓	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.