

Job Description and Specification

Job Title: Social Worker (Non-Progressed)

Reference: JAJF4130

Service: Adult Social Care and Health

Grade: 8

Reports to: Team Manager

Location: Westfields

Your job

Within the framework of legislation, agreed County policies and procedures, through assessment and care management, to work with or on behalf of individuals and families to meet their social care needs in order to optimise their well-being, maximise their independence and so improve the quality of their life.

In this job you will

1. Assess the need for social work service including the identification of risk and the need for protection and determine the method of intervention
2. Decide or advise on the use of appropriate Social Services and/or other resources
3. Liaise and negotiate with other professionals, statutory and voluntary agencies to ensure that the best possible service is provided for clients
4. Manage an allocated workload within individual and group priorities and County policies
5. Comply with the statutory obligations of the Department
6. Maintain appropriate records of work undertaken and carry out required administrative procedures
7. Prepare for and attend supervision sessions and staff meetings and make use of all available training and developmental opportunities
8. Contribute to the evaluation and development of services and new ideas by sharing knowledge about theory, skills and practice with other Social Services staff, professional groups and interested bodies.

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

In this job you will need

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Diploma in Social Work (post graduate diploma)	Underlying theory and concepts + work experience in a relevant area	Application form Certificates Interview
Experience	Experience of working with a variety of customer groups Experience of working closely with Health professionals	Some experience of working in a statutory Social Work Service (<i>including carrying out assessments at point of crisis or significant change in service user's life</i>) Some experience of working with vulnerable adults and safeguarding Some experience of practice in accordance with the Mental Capacity Act Some experience of working with a range of professionals across various organisations Ability to work within a framework of performance management	Application form Certificates Interview
Technical, Specialist or Job - Related Knowledge	Up-to-date knowledge of Statutory & Policy base of social work service user group.	To ensure all statutory requirements are met	Application form Certificates Interview
Theories, Techniques, Concepts		Up-to-date knowledge of statutory and policy base of social work services A working knowledge of personalisation and direct payments Knowledge of resources available to Adults including Third Sector and Voluntary Organisations	Application form Certificates Interview

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<p>Procedures, Policies, Legislation, Organisational Structures</p>		<p>Knowledge of resources available to Adults including Third Sector and Voluntary Organisations</p>	<p>Application form Certificates Interview</p>
<p>Skills and Aptitudes <i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i></p>		<p>Good written and verbal communication and negotiation skills Self motivating, with ability to organise and prioritise workload Positive attitude to change Good team worker and willingness to support less experienced colleagues Good IT skills, including use of database system to log caseload information, with ability to keep accurate case records Problem solver</p>	<p>Application Form References Interview</p>
<p>Other Requirements</p>		<p>Flexible approach to work</p> <p>Willingness and ability to travel throughout the borough</p>	

Our culture

For us, it is not just about our achievements as an organisation, but about how we do it. At Cheshire East Council we are working for a brighter future together –

- **We have a shared purpose**
- **We are supported and well led**
- **We are treated fairly and highly valued**
- **We succeed together**

This is all underpinned in our employee deal and everyone is expected to uphold their commitments by living by our values and demonstrating our behaviours.

Our values

Flexibility: adaptable, open to learning and resilient

Innovation: creative, challenges convention and always looks to improve

Responsibility: delivers on promises, efficient and has integrity

Service: listens, delivers quality, is reliable and enables others

Teamwork: respectful, inclusive and contributes at all levels

Our COMMITMENT

Shared purpose

- Provide a safe and positive working environment
- Setting clear performance objectives with realistic timescales for delivery
- Having fair and efficient policies and procedures in place and applying them consistently
- Listen, respond and act appropriately when you tell us about something that is inappropriate or wrong

Well led

- Provide honest, respectful and responsible leadership
- Be fair, consistent and timely in our decision making
- Work with you, enabling you to do your best work every day with the right resources, tools and technology

Valued people

- Have regular, useful team meetings, keep you informed and provide an opportunity for everyone to share their views
- Treat you as individuals, be respectful, flexible and supportive
- Care for your health and well-being
- Provide you with regular, meaningful and constructive feedback on your performance through one-to-ones and performance review meetings

Succeeding together

- Offer you opportunities for learning and developing
- Recognise and value your hard work and contribution
- Work together as one team and one council to deliver the best service for our customers and communities

Your COMMITMENT

Shared purpose

- Bring a positive and can do attitude into work
- Be proactive and always responsive to our customers and communities
- Work responsibly and ask for help if you need it
- Tell us if you see or experience anything that is inappropriate or wrong

Well led

- Be honest and reliable
- Get involved, keep informed, make suggestions and share your ideas
- Embrace technology and new ways of working

Valued people

- Participate fully and make helpful contributions to team meetings
- Be respectful of others and work flexibly and collaboratively with colleagues and partners
- Care for your health and well-being enabling you to maximise your attendance at work
- Value helpful constructive feedback and act upon it

Succeeding together

- Take the opportunity to learn and develop
- Be supportive and appreciate others
- Work together as one team and one council to deliver the best service for our customers and communities

Working for a brighter future together

