

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Older People/Physical disability  
**Grade:** KR9  
**Responsible to:** Social Work Team Manager

**Purpose of the Job:**

Oversee an adult social work caseload of medium to high complexity for adults over the age of 18 where the social work threshold criteria has been applied, or as an additional consultant social worker where other services are being provided. Use a strengths based approach to maximise strengths identified through assessment to enable people to meet desired outcomes and needs and maintain wellbeing. Deliver best practice and continuous improvement to work as an effective member of the team.

**Main duties and responsibilities:**

1. Develop in-depth understanding and work within relevant legislative and policy frameworks.
2. Carry out appropriate and proportionate assessments, which consider strengths and capabilities and what support might be available from the person's wider network.
3. Ensure that support available from family and friends is considered in the light of appropriateness, willingness and ability and that carer assessments are provided.
4. Work with individuals to develop care and support plans that ensure choice and control over support arrangements and which evidence that all interventions promote wellbeing, safety, independence and autonomy.
5. Provide a holistic approach to interventions, working with the whole person, their family or system, building relationships and networks, enabling individuals, their families and carers to achieve sustainable change and agreed outcomes.
6. Work with other teams and functions e.g., Promoting Independence and Supporting Independence, to ensure continuity of care and support, providing social work advice and guidance to other workers where required.
7. Create and maintain accurate, up to date and reliable data, information and records in line with information governance framework requirements, standards and best practice to ensure compliance with legislation.

8. Oversee a social work case load within the parameters of the Directorate's agreed policies, procedures and framework for delivering Social Work in Adult Social Care and Health, including timely intervention, resolution and case closure or transfer.
9. Demonstrate social work values and ethics to work effectively with people and families to make the most of their emotional and practical assets as well as accessing the care and support they need.
10. Research, demonstrate and apply the relevant theories and methods of social work practice to complex situations, to help support people to achieve identified outcomes. Use evidence and value based practice to inform complex analysis, recommendations and decisions needed to support, empower and protect clients. Demonstrate understanding of the dynamics between theory, research, evidence and expertise in the application of professional judgement in decision making.
11. Identify and process any Safeguarding or Quality in Care issues linking closely with the Safeguarding teams and ensure that Safeguarding is made Personal. Work through conflict and support the positive management of risk and safety.
12. Transfer cases in a timely, planned manner to ensure that the quality and standard of services provided are at agreed levels. Ensure that the care and support plan is updated reflecting the social work intervention, to guide ongoing support where required.
13. Apply the social work model within a multi-professional working environment actively ensuring a collaborative approach is taken to linking and co-ordination of interventions and input required as part of a multi-agency approach. Support community capacity building within neighbourhoods, families and local areas promoting and utilising the strengths of networks, private and voluntary sector and local agencies such as police, housing, health and education.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Social Worker

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant degree, diploma or related professional qualification in Social Work. Up to date registration with relevant professional body.</li> <li>• Competent to work at the Newly Qualified Social Worker or Social Worker level of the Professional Capability Framework for Social Work</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in Adult Social Services, Health related agencies or related private or voluntary organisation.</li> <li>• Completion of an assessed student placement and portfolio of evidence to support this and evidence of individual performance during practice placement where appropriate; or</li> <li>• Completion of an assessed first year of practice (ASYE) and portfolio of evidence to support this</li> <li>• Knowledge of relevant legislation and policy frameworks</li> <li>• Evidence of knowledge and understanding of safeguarding practices and having undertaken Mental Capacity Act training, or for NQSWs willingness to undertake the relevant training</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Effective interpersonal skills to communicate effectively with service users, colleagues and partner agencies.</li> <li>• Ability to prioritise and to work effectively on own initiative as well as part of a team.</li> <li>• Able to effectively manage conflict</li> <li>• Effective written and IT skills for report and assessment writing and communication.</li> <li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service deliver and relationship with the client to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the requirements of the job and extended access hours working.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of adult social work practice, policies, procedures and protocols.</li> <li>• Knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group.</li> <li>• Understanding of social work theories and the dynamic between theory, research, evidence and expertise in the use of professional judgement and decision making</li> <li>• Good working knowledge of directorate and corporate policies, procedures and practice</li> <li>• Good understanding of integrated and joint working with partner agencies</li> </ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
---------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Directorate:** Adult Social Care and Health  
**Unit/Section:** Older People/Physical disability  
**Grade:** KR10  
**Responsible to:** Team Manager

**Purpose of the Job:**

Oversee an adult social work caseload of high complexity for adults over the age of 18 including specialist assessment requirements, e.g., for long term conditions, autism, transition, mental health, advanced dementia or managing complex family relationships, where the social work threshold criteria have been applied. Where required support clients as an additional consultant social worker where other services are being provided. Use a strengths based approach to maximise strengths identified through assessment to enable people to meet desired outcomes, meet needs and maintain wellbeing. Deliver and advise on best practice and continuous improvement to work as an effective member of the team.

**Main duties and responsibilities:**

1. Develop in-depth understanding and work within legislative and policy frameworks, ensuring that all social work interventions are based on a clear care and support plan. Advise other workers on relevant legislative and policy frameworks within care and support planning and applying social work interventions.
2. Carry out and advise on appropriate and proportionate assessments, which consider strengths and capabilities and what support might be available from the person's wider network. Identify barriers to change and how needs impact on family members or others in a client's support network
3. Ensure that support available from family and friends is considered in the light of appropriateness, willingness and ability and that carer assessments are provided.
4. Work with individuals, to develop care and support plans that ensure choice and control over support arrangements and which evidence that all interventions promote wellbeing, safety, independence and autonomy.
5. Provide a holistic approach to interventions, working with the whole person, their family or system, building relationships and networks, enabling individuals, their families and carers to achieve sustainable change and agreed outcomes.

6. Work with other teams, functions and professionals, to ensure continuity of care and support, providing social work advice and guidance to other workers and agencies where required.
7. Create and maintain accurate, up to date and reliable data, information and records in line with information governance framework requirements, standards and best practice to ensure compliance with legislation.
8. Oversee a social work case load within the parameters of the Directorate's agreed policies, procedures and framework for delivering Social Work in Adult Social Care and Health, including timely intervention, resolution and case closure or transfer.
9. Provide assistance to the Senior Practitioner in the supervision of an agreed number of staff and students on practice placements in accordance with supervision protocols, to maintain high practice standards and enable continued development of professional skills that meet service requirements. Provide social work professional advice, guidance and expertise to staff in the team, Directorate and to professionals from other partner agencies to help meet care and support needs and goals.
10. Demonstrate social work values and ethics to work effectively with people and families to make the most of their emotional and practical assets as well as accessing the care and support they need. Provide professional advice and guidance to other workers where required. Challenge systems and decisions that are oppressive or discriminatory and promote a person's human rights as enshrined in law.
11. Research, demonstrate, apply and advise on the relevant theories and methods of social work practice to complex situations, to help support people to achieve identified outcomes. Use and advise on evidence and value based practice to inform complex analysis, recommendations and decisions needed to support, empower and protect clients. Demonstrate understanding of the dynamics between theory, research, evidence and expertise in the application of professional judgement in decision making and advise other workers on this where required.
12. Identify and process any Safeguarding or Quality in Care issues linking closely with the Safeguarding team and ensure that Safeguarding is made Personal. Work through conflict and support the positive management of risk and safety.
13. Transfer cases in a timely, planned manner to ensure that the quality and standard of services provided are at agreed levels. Ensure that the care and support plan is updated reflecting the social work intervention, to guide ongoing support where required.

14. Apply the social work model within a multi-professional working environment actively ensuring a collaborative approach is taken to linking and co-ordination of interventions and input required as part of a multi-agency approach. Support community capacity building within neighbourhoods, families and local areas promoting and utilising the strengths of networks, private and voluntary sector and local agencies such as police, housing, health and education.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Social Worker

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant degree, diploma or related professional qualification in Social Work. Up to date registration with appropriate professional body.</li> <li>• Up to date registration with appropriate professional body.</li> <li>• Competent to work at the Practitioner level of the Professional Capabilities Framework for Social Work.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant post qualification experience, in Social Services, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant level of the Capabilities Framework.</li> <li>• Working in a multi-agency environment/partnership</li> <li>• Experience within a specialist area e.g. long term conditions, transition .</li> <li>• Experience of undertaking Assessments and developing Care and Support plans.</li> <li>• Evidence of knowledge and understanding of safeguarding practices and Mental Capacity Act</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Effective interpersonal skills to communicate effectively with service users, colleagues and partner agencies.</li> <li>• Ability to prioritise and to work effectively on own initiative as well as part of a team.</li> <li>• Able to effectively manage conflict</li> <li>• Ability to gather and assimilate information in order to complete assessments and develop Care and Support Plans.</li> <li>• Effective written and IT skills for report and assessment writing and communication.</li> <li>• Supervision, mentoring and negotiating skills.</li> <li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service deliver and relationship with the client to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion.</li> <li>• Ability to contribute to and lead a range of service related projects</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the requirements of the job.</li> </ul>



<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of adult social work practice, policies, procedures and protocols.</li> <li>• Knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group, including the Care Act.</li> <li>• Understanding of social work theories and the dynamic between theory, research, evidence and expertise in the use of professional judgement and decision making</li> <li>• Good working knowledge of directorate and corporate policies, procedures and practice</li> <li>• Good understanding of integrated and joint working with partner agencies</li> <li>• Compliance with information governance, record retention, confidentiality issues and the General Data Protection Regulations of data protection and confidentiality issues.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>