

# Kent County Council

## Job Description: *Experienced Social Worker - Safeguarding*

---

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Mental Health</b>
<b>Grade:</b>	<b>KR10</b>
<b>Responsible to:</b>	<b>Safeguarding Adults Coordinator</b>

### **Purpose of the Job:**

Be individually accountable in the role of Designated Senior Officer and/or Inquiry Officer in accordance with the Kent & Medway policies and procedures; to progress Safeguarding enquiries and action plans, including on a proportion of complex cases – some of which require a significant level of specialist expertise. Ensure that proportionate assessment and enquiry is undertaken to identify safeguarding action required for adults and ensure an appropriate and effective level of resource allocation is made to help people be safeguarded.

Promote good practice in safeguarding within Mental Health Social Care to ensure recognition and proportionate response to adults believed to be experiencing or at risk of abuse or neglect, and who have or may have Care and Support needs.

### **Main duties and responsibilities:**

1. Carry out proportionate and holistic safeguarding enquiries and assessments, working with and supporting the adult at risk, engaging with specialist professionals as necessary. Identify needs and actions/outcomes which will inform the appropriate level of response to help the person be safeguarded (including other individuals and members of the public), optimise their independence and meet their support needs.
2. Understand and apply the relevant legislation and policy when undertaking safeguarding enquiries and proportionate person-centered assessments (including where appropriate self-assessments and Carer's assessments).
3. Be the designated senior officer for and co-ordinate the progression of specific safeguarding concerns and enquiries which require a high level of expertise and specialist input within the parameters of the Directorate's agreed policies and procedures. Pro-actively work towards the timely resolution and closure of safeguarding enquiries in line with agreed timescales and team performance frameworks.

4. Identify and process any safeguarding and 'quality of care' issues liaising with Commissioners to ensure that appropriate action is taken to protect and promote people's welfare. Refer appropriate issues to the relevant agencies (e.g. CQC; NHS) and internal teams in a timely manner to ensure that the quality and standard of services provided are at agreed levels.
5. Develop and maintain effective working relationships with health professionals, Multi-agency partners, private providers and the voluntary sector. Develop close working relationships with adult social care colleagues in the Central Referral Unit to facilitate the effective management of safeguarding referrals. Participate and contribute on behalf of the service at relevant multi-agency forums e.g. Risk Forums, MAPPA, MARAC and community Safety meetings.
6. Work within agreed MH systems and processes to ensure that client requirements are consistently met and are Care Act compliant. Ensure that the promotion of advocacy support and 'Making Safeguarding Personal' (MSP) are included within the delivery of safeguarding activity.
7. Attend mandatory and core training courses as agreed in your Action and development Plans. Actively pursue development opportunities to achieve progression in line with the PCF. This will include preparation for AMHP training where not currently practicing. AMHP's will need to continue to contribute to the AMHP rota and will be managed by the AMHP service during this activity.
8. 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.
9. Participate in triaging new referrals to ensure that risk is assessed and evaluated in a timely manner in accordance with the MH safeguarding policy and protocols.
10. Provide professional advice, guidance and expertise to other staff and students on placement to help support development and learning in practice. Maintain own professional development through supervision and appropriate training and by keeping up to date with changes in policy and legislation.
11. Support safeguarding coordinators and team managers when responding to emergency planning issues and ensuring there are business continuity arrangements in place at all times.
14. Undertake other duties appropriate to your role. This will include contributing to the AMHP rota within the AMHP service, as required.

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: *Experienced Social Worker - Safeguarding*

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>
Qualifications	<ul style="list-style-type: none"> <li>• Relevant degree or related professional qualification in Social Work with appropriate professional registration (e.g. Social Work England).</li> <li>• Meet the requirements of the KCC Practice Educator standards Stage 1 or willingness to train.</li> <li>• Current Approved Mental Health Professional (AMHP) warrant or requirement to attain AMHP status</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• The post holder should be working at the level of capability set out in the Professional Capability Framework</li> <li>• Significant post qualification experience in Social Care.</li> <li>• Extensive experience with safeguarding as an inquiry officer</li> <li>• Joint working with partner agencies.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Effective interpersonal skills in order 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>• Effective written and IT skills for report and assessment writing and communication.</li> <li>• Mediation and negotiation skills</li> <li>• Able to manage conflict and challenging situations and maintain a high level of personal resilience</li> <li>• Ability to contribute to service related projects.</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 to ensure the needs of the service are met.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Evidence based understanding and application of adult safeguarding issues, policies, procedures and protocols.</li> <li>• Good working knowledge of directorate and corporate</li> </ul>

	<p>policies, procedures and practice</p> <ul style="list-style-type: none"> <li>• Good understanding of integrated and joint working with partner agencies</li> <li>• Comprehensive knowledge of relevant legislation including the Mental Capacity Act.</li> <li>• Compliance with information governance, record retention, confidentiality issues and the General Data Protection Regulations</li> </ul>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p><b>Kent Values:</b></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>