

Kent County Council

Job Description: Social Worker

Directorate:	Adult Social Care and Health
Unit/Section:	North Kent Adult Safeguarding Team
Grade:	KR10
Responsible to:	Senior Practitioner

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 – that will 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 ensure the person is safeguarded.

Main duties and responsibilities:

1. Conduct 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-centred assessments (including where appropriate self-assessments and carer assessments).
3. Be the lead 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 linking closely with the Quality Improvement team 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, private providers and voluntary sector and local referral management services to ensure the smooth transition of individuals through the system. Develop close working relationships with adult social care colleagues to facilitate the effective management of safeguarding referrals.
6. Work within agreed safeguarding systems and processes to ensure that person's requirements are consistently met and are Care Act compliant. Ensure that the promotion of advocacy support and 'Making Safeguarding Personal' (MSP) is incorporated within the delivery of safeguarding activity.
7. Communicate effectively with individuals and families on a range of issues. Provide appropriate intervention in difficult and complex personal and family relationships. Promote independence through the provision of information, services, and equipment to manage risk. Ensure that safeguarding activity conducted promotes safety, independence, and well-being.
8. In one's own practice assess individuals' mental capacity and evaluate risk, and, as a supervisor, ensure supervisees are performing satisfactorily in these and other core areas. Attend and present cases at Risk Management panels supported by a Senior Practitioner. Assess and evaluate a persons' circumstances (including family and carer arrangements) with the involvement of relevant parties to inform the appropriate safeguarding intervention
9. 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.
10. Participate in the team's duty system as required, triaging new referrals to ensure that risk is assessed and evaluated in a timely manner in accordance with the safeguarding policy and protocols.
11. Provide professional advice, guidance and expertise to other staff and students on placement within the team 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.
12. Participate in the team's duty system as required, triaging new referrals to ensure that risk is assessed and evaluated in a timely manner in accordance with the safeguarding policy and protocols
13. Represent the safeguarding team at relevant multi-agency forums as requested by the senior staff e.g., MAPPA/MARAC/ Community Safety meetings

14. Support senior managers when responding to emergency planning issues and ensuring there are always business continuity arrangements in place.

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.

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Person Specification: Social Worker

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

Applicants should describe in their application how they meet these criteria

	CRITERIA
Qualifications	<ul style="list-style-type: none"> • Social work Degree • Up to date registration with appropriate professional body. • Achieved the relevant parts of the post qualifying competency framework that are required to progress to this level.
Experience	<ul style="list-style-type: none"> • Significant post qualification experience in Social Care, 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 PQ Competency Framework. • Experience of casework spanning a range of complexity, including Safeguarding. • Joint working with partner agencies.
Skills & Abilities	<ul style="list-style-type: none"> • Effective interpersonal skills to communicate effectively with service users, colleagues and partner agencies. • Ability to prioritise and to work effectively on own initiative as well as part of a team. Effective written and IT skills for report and assessment writing and communication. • Supervision, mediation, and negotiation skills • Able to manage conflict and challenging situations and maintain a high- level of personal resilience • Ability to contribute to and lead a range service-related project. • 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 person to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation, or religion. • Ability to travel across a wide geographical area in a timely and flexible manner to ensure the needs of the service are met, including evening and weekend working when required.

Knowledge	<ul style="list-style-type: none"> • Evidence based understanding and application of adult safeguarding issues, policies, procedures, and protocols. • Working knowledge of the relevant legislation and theories underpinning the provision of services to the relevant specialism. • Good working knowledge of directorate and corporate policies, procedures, and practice • Good understanding of integrated and joint working with
	<ul style="list-style-type: none"> • partner agencies • Good working knowledge of financial procedures appropriate to the job • Comprehensive knowledge of the Mental Capacity Act. • Compliance with information governance, record retention, confidentiality issues and the General Data Protection Regulations of data protection and confidentiality issues <p>Knowledge of KCC's supervision policies</p>
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding, and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding, and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families, and communities at the heart of decision making</p>