JD Ref SSW HSC287

POST TITLE	**SENIOR SOCIAL WORKER**
DIRECTORATE	**EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP**
SERVICE	**ADULT SOCIAL CARE**
RESPONSIBLE TO	**HUB OR CLUSTER MANAGER**
NUMBER OF POST HOLDERS	
ACTING UP/ SECONDMENT	**YES**

PURPOSE OF JOB

To ensure a high quality and effective social work service is provided and maintained, and that appropriate services are delivered to people seeking support that conform to EHSCP statutory obligations, policies and procedures. To provide professional support, supervision and leadership to a group of social work staff. To ensure the team is responsive, person centred and working within the parameter of good practice, promoting the Home First and Three Conversations models. To represent the Partnership at multi agency meetings and with local community groups.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- To supervise and manage a group of social work staff to ensure they have a clear understanding of their roles, responsibilities and work tasks, and are supportive in delivering them to a high standard.
- To guide and take responsibility for decision making with social work staff, and where necessary give direct instruction to staff, following agreed criteria such as eligibility criteria, funding frameworks and legal frameworks such as adult support and protection and adult with incapacity.
- To provide advice and guidance to staff and senior managers on relevant legislation, policies and procedures, social work practice standards and theory and to support new innovation and new ways of working.
- To be accountable for and ensure good quality, person centred services are delivered within a good practice framework and within professional registration standards and
- To support the development and delivery of Three Conversations as the model of engagement adopted by EHSCP when engaging with people who use our services.
- To take responsibility for the allocation of work and to manage capacity and demand for the service using office systems and procedures.
- To ensure that direct services are managed in collaboration with other relevant teams and services on an integrated basis to ensure effective use of resources.
- To respond on behalf of the EHSCP to enquires and complaints from people who use our services and other agencies regarding the quality of our service delivery.
- To authorise payments to people in need within the agreed EHSCP framework and limits within

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- This post requires registered social worker status with experience working in a statutory setting and to understand policies and procedures and relevant legislation as it pertains to the team, to the wider integration agenda and to the national agenda as well as a good understanding of social practice, knowledge and theory.
- As a registered professional this post requires you to meet the professional standards of a social worker as prescribed by SSSC
- To audit and monitor the quality of work using recognised quality improvement methods and share findings and solutions with staff and senior managers.

- To use resources effectively to achieve the best outcomes for people and to support and promote creative and new ways of working.
- To develop good and effective working relationship with all professional groups both within and out with the team based on effective levels of communication.
- To identify staff training needs, support staff undertaking training and learning, to undertake annual conversations and support staff through absence management and performance improvement activity and to lead or participate in recruitment and selection.
- The post requires knowledge and understanding of adult support and protection, child protection and risk assessment and management and to an ability to help people understand and manage risk, conflict and needs.
- The post requires problem solving skills and an ability to innovate and use resources in an imaginative way that best achieve good, person centred outcomes for people, within the constraints of the service and while following policies and procedures.
- The post requires an ability to understand complex situations and to be able to articulate those verbally and in writing.
- The post requires good interpersonal skills developing positive, supportive and motivating relationships with people who use our services and an ability to engage and negotiate with people. An ability to have difficult conversations with people.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post will work to established deadlines which will involve frequent reprioritisation of work and conflicting priorities. You will be responsible for managing your time and working is a busy, sometimes stressful environment.
- The post will have some requirement to take care in relation to the working environment, work activities and dealing with people who may be upset, angry or show other challenging behaviour or attitudes and you need to maintain emotional resilience in potentially upsetting circumstances.
- The post requires some lone working and supporting staff, and the requirement and expectation is that you follow the lone working guidance as detailed within your work environment and to ensure your own personal safety.
- The post will be exposed to some physical demands these will be predominantly within the range of normal office-based activities but do include regular data input into computerised case files and other databases.
- The post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities and you may be asked to work in a hospital or care home environment and to visit people in their own homes.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post will supervise and manage a mixture of social workers (grade 7) and community care assistants (grade 5), up to 8 FTE.
- The post will supervise any agency staff employed within the team.
- The post will be responsible for monitoring the relevant staffing budget.
- The post will be responsible for recruitment of relevant staff into the team and will work collaboratively with other seniors to achieve this.
- The post will be responsible for all line management of the staff including regular 1-1 supervision, team meetings, annual conversation, performance improvement, absence management and undertaking disciplinary investigations when required.

RESOURCES

- The post is responsible for the effective and efficient allocation of work to staff members.
- The post will be responsible for authorising payments and allocation of resources to people in need within agreed departmental limits.
- The post will be responsible, along with other seniors for oversight of office funds.

- The post will participate in discussions where resources are being allocated, make recommendation regarding increases in care provision and consider request for emergency care.
- The post will represent the social work service on planning and management boards and will deputise for more senior managers as appropriate.
- The post will be responsible for a range of office equipment and will update and maintain data.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
- Co-operating with management and following instructions, safe systems and procedures.
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.