

## JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Qualified Social Worker Integrated Community Services
- Post Number: P11152, P12449, P16864, P16950, P22795, P11042, P12265, P12617, P16304, P12209. Part-time: P12209
- Grade and SCP: Band 11 SCP 29 – 33, £37,336 - £41,418

(ASYE – Grade 9 – fixed term for 12 months pending successful completion of the ASYE programme)

- Directorate: Corporate

### **Where your role fits at Shropshire Council**

As Shropshire Council we are rightly proud of our achievements and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Shropshire Plan: Healthy People, Healthy Environment, Health Economy, and Healthy Organisation.

We are committed to achieving this by aligning everything we do to our vision ‘Shropshire - living the best life’; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As a member of the integrated community services team, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

As a member of the Integrated Community Services within Adult Social Care, you will support the delivery of the transformation programme in line with the Council’s vision, values and strategic objectives.

The service is responsible for a range of services based on the over-riding principle that older people, people with a physical disability and adults with learning disabilities are entitled to the same dignity and respect and to the same quality and range of services that are available to others. The overarching aim of the service is to prevent unnecessary admission to hospital and to facilitate safe discharges from hospital.

### **Overview of your role**

The ICS Social Care team works closely with colleagues in the ICS Health (community based) teams and alongside health colleagues within the hospitals. The team provides a discharge to assess and admission avoidance service within Shropshire, operating with a home first and strengths-based philosophy, the team works to maximise independence and reduce reliance upon paid services where possible.



ICS is a countywide service facilitating discharges from the Royal Shrewsbury Hospital, Princess Royal Hospital, Ludlow Community Hospital, Bishops Castle Community Hospital, Bridgnorth Community Hospital, Whitchurch Community Hospital, the Robert Jones & Agnes Hunt Orthopaedic Hospital and Redwoods Mental Health Centre. The team also responds to referrals for Shropshire patients admitted to out of county hospitals, usually in neighbouring counties. The team also manages a community caseload reviewing and assessing post discharge and responding to admission avoidance referrals.

The team promotes reablement, the use of assistive technology and equipment and home adaptations to maximise independence and choice and encouraging service user involvement at all times.

Each member of staff will receive induction training to provide basic knowledge of their job and the organisation. On-going training will also be offered in the form of in-house training or attendance at external courses for skills and personal development as individual's needs are identified.

### **Who will your manager be and what will you be responsible for?**

You will be:

- The post holder will be responsible to the ICS Team Manager and the relevant Senior Practitioner who will be in turn responsible for the post holder's supervision, managing and monitoring performance and appraisal, health and safety, training, and development. On a day-to-day basis the post holder's work will be monitored and supervised by an ICS Lead Practitioner.
- The post holder will be responsible for managing their workload, receiving referrals, making appointments, and responding to the needs and requests of the service user as appropriate.
- The post holder will carry out all care management duties as directed and will be responsible for following the policies and procedures within Shropshire Council.
- The post holder will work to safeguard vulnerable adults from all forms of abuse and exploitation and will adhere to the relevant policies.
- The post is supported in administrative and clerical functions although the use of computer systems is required.



- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Personal Development Plan (PDP). Courses are accessed via the council Learning Management System via the Intranet.

### **What will you be doing?**

With access to advice and within normal arrangements for departmental accountability, the post holder will offer a social work service to individual older people and adults with a learning disability and their carers, predominantly within the framework of relevant Acts of Parliament, Council Policy, and Partnership Policies. This will include: -

- In collaboration with other professionals make assessment of individual need and implement and monitor the agreed support plan and keeping safe plan, as appropriate.
- Consider and assess Mental Capacity and co-ordinate Best Interest decision making forums where appropriate. Documenting decisions and assessments accurately.
- The ability to recognise where a Deprivation of Liberty or a restriction may be an issue. Liaising with registered providers when a referral to the DOL's Team is appropriate.
- To contribute to the development of all aspects of the team and the service provided.
- As part of the requirement of the HCPC you will be required to maintain evidence of continuing Professional Development in the agreed format.
- To co-ordinate the use of all resources promoting the creative and flexible use of personal budgets to meet eligible needs and accessing community services and activities
- To signpost and advise adults about generic services they can access such as Housing, Debt Support, Job Centre Plus, other employment support, tenancy support services, advocacy services, befriending services, support and social groups and benefits advice (this list is not exhaustive).
- To maintain accurate records both manually and electronically with relevant, objective, detailed information and with accuracy in a timely manner and in accordance with departmental policies and procedures.
- To attend meetings and act as a representative of the service as required.
- To attend and participate in team meetings, supervision and performance and appraisal and any quality assurance processes.



- To attend training sessions and contribute to team training sessions, as appropriate.
- To take part in duty systems, as required.
- To liaise with other statutory and voluntary agencies, as appropriate.
- To comply with safe systems of work in accordance with the Department's Health and Safety and Welfare policies and procedures.
- To develop an understanding and awareness of issues related to equal opportunities, valuing people and anti-discriminatory practice and to demonstrate this in carrying out your duties.
- Responsible for promoting continuing personal and professional/vocational development of self through staff development processes.
- The post holder may be required, from time to time, to undertake other duties, not specifically mentioned in this Job Description.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.

### **What we expect of you**

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

### **What are your conditions of Service**



The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

Your primary work base will be dependent upon which team you are based with, acute team and based within the hospitals. There will be a requirement to regularly work from home if working in community area teams.

Your post is subject to the following:

- The post is Permanent, for 37hours per week,
- Normal office hours are 7am -7pm Monday - Friday and 9am- 1pm Saturday with a minimum lunch break of 30 minutes. Occasional evening work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.

Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to two month's notice in writing on either side.

The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 45 pence per mile.

### **What pre-employment checks will we undertake?**

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,



2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

**DBS -**

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an **Enhanced Disclosure** from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once appointed, the successful applicant(s) will also be required to apply for an Enhanced Disclosure at pre-determined intervals during the course of their employment whilst in this post.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

