

## Social Worker – Adults

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**Department:** Adult Services

**Division:** Health and Social Services

**Reports to:** Senior Practitioner

**JE Ref:** HCS698

**Grade:** CS10

**JE Date:** 22/06/2020

### Job purpose

Provide a comprehensive assessment and protection service to the adult and children's at-risk population in Jersey and their carers, delivering the day to day working of social work services, and accessing and facilitating resources so as to manage risk and meet identified needs.

### Job specific outcomes

1. Plan, organise and be accountable for case co-ordination and implementation of care and protection plans on a day to day basis, working with service users and their families/carers in one or more social work specialist areas, to ensure that that prompt referral of cases takes place where social work intervention is required to protect or support vulnerable members of the community. This may include children in need of care and protection, children with special needs, adults with learning disabilities, older people, people with a brain injury, those with a physical disability and those with a sensory impairment.
2. Holistically assess individual needs and develop and design care and intervention plans that treat each person as a unique individual, in order to protect, promote and monitor the safety and welfare of service users and carers. Wherever possible, promote service users' individual views and wishes in order to support their rights to self-determination, to control their own lives and to make informed choices about the services they receive.
3. Deliver appropriate, open, accurate and straightforward communication to service users and carers, clearly explaining service policies and the professional role and responsibilities of the social work team including any statutory intervention which may prove necessary, in order to establish and maintain the trust and confidence of service users and carers.
4. Challenge and report dangerous, abusive, discriminatory or exploitative behaviour or practice, including potential criminal offences, wherever this may be found, in order to ensure the wellbeing of service users and carers is safeguarded at all times.
5. Follow risk assessment policies and procedures, and access specialist professional advice and guidance as necessary, to ensure that potential and actual risk is identified and managed, particularly in relation to those clients who are assessed as being the most vulnerable to risk of harm by self or others.
6. Maintain the highest standards of personal and professional conduct, adhere to relevant codes of conduct, policies, procedures and legislation and take responsibility for

maintaining and improving personal knowledge and skills in order to ensure that the criteria for continuing professional registration are fulfilled and that members of the public and other professionals have confidence in the service.

7. Create and maintain clear and accurate records to ensure that all relevant information is held as required by established procedures and best practice and in line with data protection, confidentiality, disclosure and consent policies, always bearing in mind that such documents may be disclosable for the purpose of Serious Case Reviews, external inquiry and inspection, and to the Royal Court in respect of civil applications or in criminal proceedings associated with the protection of vulnerable individuals.

#### **Statutory responsibilities**

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
  - To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
  - To work in accordance with the Data Protection (Jersey) Law;
  - This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.
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**Organisational structure**

**ONE GOVERNMENT**

Office of the Chief Executive

Customer and Local Services

Children, Young  
People, Education  
and Skills

Health and  
Community Services

Justice and  
Home Affairs

Treasury and  
Exchequer

Growth, Housing  
and Environment

Strategic Policy,  
Performance and  
Population

Chief Operating Office

## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A professional qualification in Social Work (e.g. Degree, Diploma or equivalent in Social Work).</p> <p>Registered with the appropriate UK professional governing body i.e. the General Social Care Council and locally, must also register under the Health Care (Registration) (Jersey) Law 1995.</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge in social work underpinned by theory and relevant practical experience.</p> <p>An understanding of children's &amp; adult Safeguarding issues. Good understanding of the management of risk and supporting vulnerable children and families in the community.</p> <p>Understands how to assess and manage risk when making complex decisions that may be disputed in court.</p> <p>Practical knowledge of assessing and arranging</p>	<p>Knowledge of the range of services provided both within CYPES, Health and Community Services, by other States Departments and by private and voluntary sector providers</p>

	<p>delivery of social care packages for caseload clients.</p> <p>Understanding of therapeutic services, their arrangement and provision.</p> <p>Knowledge of mentoring social work students and new entrants.</p> <p>Practical understanding of legislation relating to their specialist area of social work, the general workings of civil courts and the conducting of police investigations into related criminal activity.</p> <p>Understands how to maintain records according to confidentiality and data protection protocols.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use IT equipment and role critical software.</p> <p>Ability to attain Enhanced DBS clearance</p>	<p>Safeguarding certificated.</p>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to work autonomously, with the capacity for independent, responsible, professional decision making, often whilst under considerable pressure.</p> <p>Organisational and administrative skills</p> <p>Ability to take on board complex facts or situations requiring analysis,</p>	

	<p>interpretation and comparison of a range of options in order to arrive at a complex judgement.</p> <p>Able to communicate calmly and clearly using a variety of media on sensitive and complex issues, including legislation, often in emotive situations.</p> <p>Able to facilitate the involvement of a range of stakeholders (public and private sector) to deal effectively with complex issues relating to vulnerable service users.</p> <p>Able to follow policy and understand the implications and ramifications for areas outside of their own area of responsibility.</p> <p>Highly resilient – good coping mechanisms for dealing with challenging, stressful and emotional situations involving vulnerable children and adults.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Providing a social work service in a community, mental health or hospital setting; discharging statutory social care functions on behalf of an organisation.</p> <p>Developing and implementing care packages.</p>	

	<p>Co-ordinating support services and advising carers and families.</p> <p>Negotiating services for vulnerable service users, including issues involving child protection, vulnerable adults, mental and physical health issues and bereavement.</p>	
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**Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities, attributes and behaviour indicators.

**The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.**