



ROLE ADVERT

ROLE TITLE: Social Worker / Care Manager
Community Learning Disability Team

POST ID: SC048

GRADE: SCP 37 - 41

HOURS: 37 hours Per Week – Temporary, up until March 31st 2016.

LOCATION: Abergavenny: this will be subject to change in the near future as the service will be relocating to different premises. Relocation expenses will not be paid if this happens.

PURPOSE OF POST:

Monmouthshire Community Learning Disability Team are going through a period of significant change and development involving many aspects of their work. This post is designed to support the team in their day to day role during this period of change.

This post will offer an excellent opportunity to gain valuable experience over an extended period of time with this client group.

The team are committed to ensuring that people are enabled to maximise their fullest potential to live as independent a life in the community as possible.

Should you require any further information regarding this post, please contact: Clare Morgan, Service Manager Tel: 07770 838419

Closing Date: Midday on Friday 30th January 2015

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

ROLE PROFILE

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| ROLE TITLE: | Community Learning Disability Team Temporary |
| POST ID: | SC048 |
| GRADE: | SCP 37 – 41 |
| HOURS: | 37 Per Week – 12 months until 31 st March 2016 |
| LOCATION: | Abergavenny: This will change in the future when the service relocates. Relocation expenses will not be paid if this happens. |

RESPONSIBLE TO: Manager for Community Learning Disability Team

Community Learning Disability Team: Who are we?

The Community Learning Disability Team (CLDT) is currently based in Abergavenny and is co-located with the Learning Disability Health Team. The Social Work Team comprises of 2 Senior Practitioner Social Workers, Social Workers, a Social Care Assessor and Business Support Staff. The team works predominantly with people with a registered learning disability who are over 18.

Our Purpose:-

We are here to ensure that people with a learning disability are enabled to live as independent and safe a life as they are able in their community

The Purpose of this Role:-

- To work as a social worker in a Multi-Disciplinary Team, providing a specialist Care and Treatment Planning service to meet the presenting needs of individuals and their carer's.
- To work with service users with a learning disability, their families/carers in a constructive and focused way.
- To assess, identify, plan, implement and review the circumstances of individuals and their families/carers on an ongoing basis ensuring the work is outcome focused and presents value for money.
- To assess risk and actively manage risk, taking into account legal and other requirements including child protection, protection of vulnerable adults.
- To assist people to resolve major difficulties in their lives and to enhance their independence and coping skills.
- To work positively with colleagues in the statutory and independent sector to ensure an appropriate multi-agency approach, and to empower users to speak for themselves and contribute to service planning.

Your responsibilities are:-

Management and Supervision

- To act as a positive professional model to other staff and students, reflecting the values that are at the core of social work practice.
- To provide support to other staff members working in the team using knowledge and skills to build, develop and maintain an effective, positive and cohesive team.
- To review and update knowledge of legal, policy and procedural frameworks and demonstrate professional competence in social work practice, as laid down in the Code of Practice for Social workers.
- To ensure that Team policies and procedures are adhered to particularly with regard to management of risk to team members, service users and the general public.
- To ensure that Health Board and/or Local Authority policies; and professional guidelines relevant to the team and its workers are applied and adhered to.
- To report, without delay, any complaints made by clients, carers, staff or members of the public to the Team Leader/Manager and/or the designated complaints officer.
- Monitor and evaluate the effectiveness of work and gain support to improve practice.
- To partake in supervision as part of the agreed supervision structures in the team.
- To engage in regular supervision designed to manage case load of the team.

Clinical Responsibilities

- To ensure that any concerns of possible abuse are reported in line with the multi-agency policy and procedures for the protection of vulnerable adults
- To provide a service that is congruent with CLDT service aims and values i.e. service user outcome focused, accessible and responsive.
- To partake in the duty desk rota, as screening all referrals and events to the CLDT to determine suitability, prioritisation and response.
- To provide assessment, identify and meet the needs of services users accepted into the CLDT and undertake the care co-ordination role for such clients that are allocated to you.
- To provide information, education and focused support for family carers and others within the service users social network.
- Act as care co-ordinator through collaborative care planning with the service user, other professionals and social network as appropriate
- To assist the CLDT in promoting a positive view of the client group, breaking down prejudice and stigma to facilitate an understanding of problems associated with the client group.
- To participate in case conferences as required, including those relating to the Protection of Vulnerable Adults, Child Protection and Multi-agency Risk Assessment and Multi-agency Protection Panel.
- To work within the budget framework and identify specific packages of care to respond to individual assessments ensuring these packages of care are focused in their implementation and reviewed in line with current practice.
- Be registered with the care Council for Wales.

Administrative Responsibilities

- To ensure that accurate, legible and relevant updated documentation is kept regarding service users at all times.
- To ensure that written and verbal communication is within the necessary legal, ethical and professional parameters.
- To assist in the gathering of accurate monthly statistics as required and to assist in the development of any manual or computer based clinical information systems.

Educational Responsibilities

- To participate in the training of students, ensuring that they acquire the necessary experience to develop skills through instruction, supervision and assessment.

- To participate in and attend in-service training and post-basic education programmes and clinical governance forums.
- To be actively engaged in educating other parts of the service and other agencies as to the role and function of the CLDT.
- To take responsibility for own continuous life-long learning and to demonstrate the attainment of relevant skills.

Professional Responsibilities

- At all times to practice in accordance with appropriate professional guidelines/codes of practice.
- To contribute to the implementation of local and national objectives appropriate to the profession.
- To provide professional advice to colleagues within the CLDT, and others who are involved in delivering services in Monmouthshire.
- To observe the legal requirements of the Mental Health Act 1983 (Amended 2007) and other appropriate legislation.
- To adhere to the policies of the Local Authority
- To be involved in the induction/orientation of new staff to the CLDT and where appropriate new staff within Aneurin Bevan Health Board.
- To attend any meetings as requested by the Team Leader/Manager.

Health & Safety

- To maintain safe working practices for self & others in accordance with the authorities policy statement on health & safety at work.

Here's what we can provide you with:-

- Regular support as required from Team Manager.
- Regular formal supervision.
- Access to HR for advice and support.
- Autonomy within the role.

What else you need to know.....Monmouthshire Values are:

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

Education & Training

- Diploma in Social Work or equivalent.
- An understanding of the key principles of the role including assessment and outcome focused work with the client group.

Experience

- Experience of managing a caseload of ranging complexity and problems and competing demands in the area of work.

Skills

- Ability to give clear written and verbal accounts of casework issues.
- Ability to write clear, concise records and reports.
- Skills in assessment and analysis of risk.
- Ability to communicate effectively and creatively with children/vulnerable adults in a non-judgemental manner.
- Ability to work as part of a team.
- Ability to effectively organise work within a framework where time and service delivery targets are set.
- Advocacy skills.
- An ability to work with staff and managers at all levels and in a variety of disciplines/agencies.
- Knowledge and understanding of relevant legislations and policies and the ability to apply these into practice.
- Ability to make clearly thought out and sound decisions and is decisive in the action to take.
- Ability to use information technology systems.

Personal Attributes

- Commitment to the principles of equal opportunities and anti-discriminatory practice.
- Commitment to principle of partnership and integrated services.
- Non-judgemental and caring attitude.
- Understanding of the value and importance of supervision and ability to accept supervision.
- Commitment to using information technology systems.
- Commitment to the delivery of high quality, value for money services within a changing and complex environment.
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Circumstances

- Full valid driving licence and have access to a vehicle for which the MCC agreed mileage allowance will be paid.
- Willingness to work outside normal office hours as necessary.
- Registered with the Care Council for Wales.

Equal Opportunities

- Understand and demonstrate a willingness to promote equal opportunities.

Appointment to this post is subject to an **Enhanced** Disclosure Check with the Criminal Records Bureau.

Criminal Records Disclosure Checks

The position for which you are applying is exempt under the Rehabilitation of Offenders Act 1974, and therefore we require you to disclose all convictions including those classed as 'spent'. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

Where a Disclosure is a requirement of the post, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the process. Failure to reveal relevant information could lead to withdrawal of an offer of employment.

At interview, or in a separate meeting, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the post.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Monmouthshire County Council complies with the CRB Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Please contact the Personnel Department if you require a copy of the CRB Code of Practice. Alternatively you can view the document on the CRB website www.crb.gov.uk

Having a criminal record will not necessarily bar you from working with us.

This will depend on the nature of the position and the circumstances and background of your offences.

**Should you require any further information regarding this post, please contact: Mike Collins, Team Manager Community Learning Disability Team
Tel: 01873 735455 / 735457.**