

## Job Description

Job title	Social Worker – Shared Lives
Directorate	PEOPLE : Children and Adults
Division	Adult Social care
Range	SW2
Reports to	Team Manage

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### Main purpose of the job:

Manage a caseload of Shared Lives carers. To work with the carers to provide highly person-centred support to people from different groups who have care and support needs.

Build trusting open relationships with carers, to support them in their role and monitor the standard of their work in-line with service standards and procedures. Using strength- based approaches, support people to achieve their aims and ambitions, detailed in their care plan.

Understand and work effectively within the legal frameworks, obligations, structures and culture in particular the Human Rights and Equalities legislation, Mental Capacity Act and the requirements of the Health and Social Care act to help the service meet the standards required for a service registered with the Care Quality Commission.

Complete complex detailed assessments of potential new carers, considering their family and home life. Producing an assessment report to a high professional standard to be presented to the Shared Lived Carer Panel for consideration.

Maintain regular contact with Shared Lives carers, monitor and review their work every 10-12 weeks to ensure they meet the required standard, with an emphasis on face-to face visits.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Work directly with Shared Lives carers to support the development of their skills and knowledge in working with each individual. Using a variety of techniques as required, modelling and demonstrating good practice that reflects a commitment to relationships and strength-based practice.

## Medway Council Job Profile

Manage a caseload within a framework of reflective supervision, undertaking carer assessments and develop individual care plans for people using the service, that are person centred and outcome based.

Support team manager and colleagues to ensure service standards meet the requirements of CQC, and Medway Council

Participate in regular supervision with your manager to review casework and critically reflect on and identify any areas of learning. Keep up to date with research findings, theoretical models, and innovative practice within the social work field to maintain the highest professional standards.

Know how and when to seek advice from a range of sources including named supervisors, senior social workers, and other professionals. Should be able to make effective use of opportunities to discuss, reflect and test multiple hypotheses the role of intuition and logic in decision making, the difference between opinion and fact, the whole of evidence, how to address common bias in situations of uncertainty and the reasoning of any conclusion reached and recommendations made, particular in relation to mental capacity, mental health, and safeguarding situations.

Accountabilities to the adults we work with:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be responsive
- ✓ Be understanding
- ✓ Be honest
- ✓ Be focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious and professionally curious for adults with care and support needs and promote others to share the same drive.

Make no decision about me without me

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

## Medway Council Job Profile

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Team Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

### Person specification

All criteria at level A are considered essential unless stated otherwise.

#### Qualifications

Level A

Social Work qualification

Successful completion of ASYE

Registered with Social Work England

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#### Knowledge

Knowledge and experience of working with adults with care and support needs in a statutory setting.

Knowledge and application of the relevant legislation and statutory guidance and standards. Including legislation relating to data protection regulations and Freedom of Information.

Demonstrable knowledge of Shared Lives policies, procedures and standards required and able to convey these to others.

Demonstrable knowledge and experience in the application of relevant theoretical frameworks, practice models and research: to include strengths based and trauma informed.

Understanding of and commitment to Social Work England's professional standards of practice.

Knowledge and experience of the Mental Capacity Act.

Competent in all areas of the PCF at Social Worker level and the Knowledge and Skills Statement (KSS) for Adult Social Workers.

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#### Experience

Demonstrable experience of working with adults, carers, and families: 'Think Family'.

Demonstrable experience of undertaking direct work with adults with care and support needs, and carers.

Experience in relationship and strengths-based practice, working collaboratively with adult's, carers and their families.

Demonstrable experience in adult safeguarding.

Experience of work within professional settings.

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## Medway Council Job Profile

### Skills

Proficient in the use of Microsoft Word, Excel and Outlook, as well as an electronic integrated system such as MOSAIC or similar.

Full driving valid for use in the UK and access to own transport for work purposes.

Commitment to continuous professional development.

Assessment skills that evidence the voice of the adult.

Ability to initiate and develop working partnerships with statutory, voluntary, and private agencies.

Able to engage with adults and carers, and can demonstrate experience using a wide range of communication methods.

Able to write good quality reports, suitable for a variety of professional settings, and maintain accurate and up to date case records.

Embed partnership working to ensure support is relevant, proportionate and meets the required standards for a registered service.

Able to make good quality judgements and sound decisions in situations of increasing complexity, risk, uncertainty and challenge, and be able to effectively explain and justify decisions.

Ability to manage time and workloads effectively, at times needing to work under pressure.

This post is exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be subject to an Enhanced Disclosure application to the Disclosure and Barring service (DBS)