

Job Description

Job Title:	Social Worker
Reports to:	Senior Social Worker
Responsible for:	N/a
Location:	Mansfield
Grade:	Grade 4
Salary:	£ 31,822
Job type:	Full Time, perm, 9-5 Mon to Fri

Job Purpose

To provide a high quality, community based, advice and support service for former mineworkers and their dependents who may be experiencing health issues, disability, financial or emotional difficulties. Focused on delivering the service predominantly on an individual basis within client's homes, but may also include group work within community venues. This role will carry a case load along with supporting the Senior Social Worker in case allocation, staff induction and training, service marketing and promotion. Some staff supervision and management may also form part of the role.

Key Responsibilities

- Ensure that referrals are actioned and prioritised in accordance with CISWO policies and procedures, allocating cases to social work assistants, taking into account capacity, location and skills set.
- Provide support, guidance and casework supervision for the wider staff team in the absence of the Senior Social Worker.
- Support the team in safeguarding issues in conjunction with, and in any absence of, the Senior Social Worker.
- Participate in the induction process of new team members, supporting them to meet the key requirements of their post and understand organisational policies and procedures.
- Co-ordinate learning and development opportunities for the personal welfare team in conjunction with the Senior Social Worker.
- Collect and analyse data and contribute to report writing regarding team performance and impact.
- Effective use of the organisation database to accurately record work undertaken for analysis.
- Manage a caseload of clients with a variety of needs to enhance physical, emotional and social wellbeing.
- Carry out high quality assessments of need in accordance with CISWO policies and procedures.
- Gather, assess and record information and provide timely and accurate comprehensive reports within the requirements of GDPR.
- Provide a range of interventions in response to the assessed needs of clients, including welfare benefits advice, advocacy, emotional support and practical advice to improve quality of life.
- Develop and maintain good working relationships with partner agencies to establish a range of networks and to ensure an integrated, holistic and multidisciplinary approach.
- Contribute to the development of new services including the potential for group work activities.

- Co-ordinate publicity and marketing of services in the region in collaboration with the Senior Social Worker and regional office to promote and advertise services.
- Represent the organisation at events and meetings as required.
- Promote the services of CISWO to clients and other professionals.
- Work in an efficient and flexible manner using own initiative, but able to seek advice where appropriate and report relevant issues.
- Attend and participate in required meetings, training and development opportunities.
- Take responsibility for own professional development and uphold social work registration.
- Comply with CISWO policies and procedures and be responsive to change.
- Undertake any other duties as requested and reasonable to the post.

Skills/Qualifications/Experience

- Degree in social work or equivalent social work qualification and current professional registration
- Evidence of learning through continued professional development and its application to practice and/or mentoring
- Experience of undertaking professional assessments, planning and intervention
- Knowledge and understanding of the values and principles underpinning working with vulnerable adults and their carers within the community
- Experience of working with older people and/or those with disabilities within the community
- Knowledge of relevant legislation and good practice, particularly in relation to older people, mental health and disability
- Good working knowledge of the welfare benefits system
- Ability to create good working relationships with clients and other professionals.
- Ability to work independently and as a team member
- Ability to manage and prioritise own workload with integrity and professionalism
- Knowledge of and ability to use IT systems, including databases and Microsoft packages
- Ability to prepare reports for both internal and external purposes
- Self-motivated, with good personal organisational and time management skills
- Ability to empathise with clients and their dependents/carers
- Good judgement and logical decision making ability
- Ability to resolve problems in a proactive, practical and positive manner
- A valid driving licence and own transport
- Flexibility to travel, with occasional overnight stays as required and flexibility to work outside of 9 – 5 on occasions

Desirable:

- Knowledge and understanding of the issues facing former mining communities
- Experience of working within the charity sector in a social care environment
- Experience of welfare benefit appeals

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.