

## Job Description

<b>Job Title:</b>	<b>Senior Social Worker</b>
<b>Reports to:</b>	<b>Social Work Development Manager</b>
<b>Responsible for:</b>	<b>Yorkshire and North East personal welfare team</b>
<b>Location:</b>	<b>Office based in Pontefract with regular travel</b>
<b>Grade:</b>	<b>3</b>
<b>Salary:</b>	<b>£40,787 per annum</b>
<b>Job type:</b>	<b>Permanent, full-time 37.5 hrs</b>

### Job Purpose

Responsibility for the professional leadership and management of service delivery within the regional personal welfare team, supervising a team of office based and home based social work assistants to provide advice and support for former miners and their dependents. The role also involves promoting the service locally and developing partnerships with other agencies for the benefit of the client group.

### Key Responsibilities

- Lead and manage the personal welfare team for the Yorkshire and North East region in order to provide a high quality, professional, outcomes focused service for former miners and their dependents.
- Ensure the effective management of casework across the team including case allocation and case management.
- Manage a small caseload of clients when necessary with a variety of needs, by carrying out high quality assessments, and providing a range of appropriate interventions in response to assessed needs of the clients e.g. welfare benefits advice, advocacy, emotional support and practical advice.
- Drive service performance and improvement, monitoring efficiency and effectiveness and taking action to address performance or practice issues should they arise.
- Support the team through supervision, appraisal, case reviews and observations.
- Act as safeguarding lead for the region, advising and supporting team members to take appropriate action with regards to the safeguarding of individuals, ensuring adherence to the organisations safeguarding policy.
- Manage the delivery of a range of interventions predominantly through a home visiting service, including welfare benefits advice, support with mobility, social isolation and financial issues etc.
- Keep updated with relevant legislation and good practice in the field and share such information across the team and wider organisation.
- Develop and maintain good working relationships with other professionals and partner agencies to ensure integrated, holistic and multidisciplinary approach.

- Contribute to the development of new services and approaches to meet the changing needs of the client group.
- Contribute to the development and communication of the organisations strategic plan, ensuring awareness and buy-in across the team.
- Represent the organisation at events and meetings as required and co-ordinate publicity and marketing of services in the region in co-operation with head office to promote and advertise the service.
- Participate in personal development to ensure the threshold standards necessary for safe and effective practice are met, retaining social work registration and developing such opportunities for team members to facilitate a learning and development culture.
- Attend and participate in required meetings, training and development opportunities.
- To work within a flexible framework in order to meet the demands of the service which may include outside the usual 9-5 hours and considerable travel.
- To undertake any other duties as requested and reasonable to the post.

### **Qualifications, skills and experience**

#### **Essential**

- Degree in social work or equivalent social work qualification and current professional registration.
- Evidence of learning, through continuing professional development and its application to practice/ and or mentoring.
- Experience of leading / managing a team in a social care setting with the ability to manage & effectively prioritise caseloads, work with integrity and professionalism and work under pressure
- Experience of community based social care services with experience of delivery with older people and / or disability services.
- Experience of implementing systems and processes and facilitating change
- Experience of contributing to the development and updating of policies and practice in line with legislative changes and good practice.
- Good working knowledge of welfare benefits system
- Knowledge and understanding of the values and principles underpinning working with vulnerable adults and their carers within the community setting,
- Knowledge of relevant legislation and good practice, particularly in relation to older people, mental health and disability
- Ability to create good working relationships with team members, professionals, and clients, working supportively and collaboratively to promote this in others.
- Ability to work independently and as a team, and encouraging this in others.
- Exceptional interpersonal and communication skills (written and verbal).
- Excellent customer services skills and approach
- Knowledge of and ability to use IT systems
- Ability to be self-motivated, with good organisational and time management skills.
- Good judgement and logical decision making ability
- Ability to resolve problems in a proactive, practical and positive manner
- Ability to take initiative with a practical, 'hands on' approach to work
- A valid driving licence and access to a vehicle.
- Flexibility to travel across a wide geographic area with occasional overnight stays

**Desirable**

- Experience of social work practice teaching and/or practice teacher status or working towards.
- Experience of working within the charity sector in a social care environment
- Knowledge and understanding of the issues facing former mineworkers and mining communities

*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.*