

Dear Applicant

Thank you for your interest in this vacancy. This document contains further information about the vacancy, including a Job Description and Person Specification. You should read these carefully before you process your Application Form.

Your Application is important to us and we want to make our Recruitment process as easy as possible. Please take a few minutes to read the following Notes.

- We welcome Online Applications. All Applicants will be contacted soon after the Closing Date. If you are not invited to Interview and would like more detailed feedback please contact the Recruiting Manager, within 4 Weeks after the Closing Date.
- Shortlisting for interview will be based solely on the information you provide on the Application Form. Please include evidence of how you meet each of the criteria set out in the Person Specification, providing examples where possible.
- We would like you to complete the Equal Opportunities part of the Application. This is used for monitoring purposes only and is Strictly Confidential. It does **not** form part of the Shortlisting process. The Council has an obligation to monitor the make-up of its workforce and is also keen to ensure that the workforce reflecting the diversity of its population. Collecting accurate data helps us to meet our obligations.
- We hope you find our Recruitment Process easy to follow and well administered. However, if you are not happy with our service, or have other feedback please contact Lance Richard, Recruitment Strategy & Delivery Manager, 4th Floor, King's House, Grand Avenue, Hove BN3 2LS. You will receive an acknowledgement of receipt of your complaint within 2 working days and will receive a full response within 10 working days. If you are not happy with the response, please contact Charlotte Thomas, Assistant Director - Head of Human Resources at the same address.

Please note that all correspondence for your Application will be by E.Mail.

Further help with completing your Application Form is available Online during the Application process.

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

Job Title:	Social Worker – Learning Disability Mental Health Specialist Placements
Reports to:	Operations Manager
Department:	Adult Social Care – Assessment Delivery Unit
Section:	Learning Disability Social Work, Care Management & Transition Service

Purpose of the Job

Social Workers undertake assessment, care management and other duties relating to the individuals, families and carers allocated to them in accordance with the NHS and Community Care Act 1990 and other statutory instruments, policy and procedures relating to the social care of adults. They also liaise and co-ordinate services provided to those people. Identification and management of risk is an important component of the job

Principal Accountabilities

In respect of individuals and carers/families allocated to them:-

1. Making assessments of social care needs and planning appropriate responses to enable the local authority to meet its statutory obligations under the NHS and community care act, related legislation and organisational policies.
2. Acting under appropriate legislation or procedures to safeguard the welfare of Adults including enabling appropriate provision of accommodation is available and assisting in the obtaining of legal orders. Reporting to Children, Families & Schools social work colleagues where the protection and/or welfare of children are involved
3. Supervising service users if required, co-ordination of care packages and undertaking reviews according to statutory and departmental requirements.
4. Seeking to work in partnership with individuals and carers to promote, develop and maintain a maximum quality of life.
5. Providing information and advice to users and mobilising resources where necessary.
6. Negotiating, Costing and monitoring new and existing contracts (within an agreed contractual framework) to assure appropriateness of care provision, quality and best value.

7. Maintaining comprehensive and accurate records of work undertaken, manually and electronically, to ensure compliance with organisational guidelines, DPA, and Caldicott standard including confidentiality and client access to files.
8. Liaising with other appropriate professionals and agencies in the assessment, provision and management of services for individuals, carers and their families to ensure the range of users' needs are adequately met and communication between relevant parties is maintained regarding planning, outcomes and changes.
9. Preparing, attending and presenting appropriate reports and assessments for court, Tribunals and professional colleagues.

In respect of the work of the team or area, there would also be a need for:-

10. Contributing to Case conferences etc. meetings, discussion and ownership of work policies and processes.
11. Participating as members of working parties, pilot schemes and other projects (specific limited term tasks) contributing to the development of the service.
12. Participating in the duty service to the public if required, to maintain the delivery of the service
13. To access, input and retrieve data from the organisational database(e.g. Carefirst) to give up to date and high quality information enabling the organisation to fulfil its statutory reporting requirements
14. A commitment to continued training and professional development.
15. A commitment to establishing an effective supervision relationship with supervisor and asking for support when needed.
16. Commitment to working in an anti-discriminatory way. You must be prepared to implement the organisation's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the organisation's Equalities Policy.
17. You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

Additional Responsibilities for PQ1

18. Initiating and sustaining effective professional relationships with other professionals and agencies in the commissioning and provision of services for individuals, carers and their families, to develop and enhance joint working practice.
19. A commitment to continued training and professional development and maintenance of personal knowledge of legislation, policy, procedures and research relating to social care to give a thorough knowledge base.
20. Responsibility for undertaking Safeguarding Adult investigations and co-ordinating outcomes.
21. PQ1 postholders may be required to undertake practice supervision with newly qualified Social Workers without PQ1, establishing and maintaining an effective supervision relationship with supervisees.

22. Undertaking Approved Social Work assessments under the Mental Health Act, as necessary.

General Accountabilities

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Social Worker – Learning Disability Mental Health Specialist Placements
Reports to:	Operations Manager
Department:	Adult Social Care – Assessment Delivery Unit
Section:	Learning Disability Social Work, Care Management & Transition Service

Essential Criteria

Job Related Education, Qualifications and Knowledge	• A good general education with a record of success. • Professional social work qualification (Dip HE/Degree or post Grad). • Knowledge of the NHS and Community Care Act 1990 & other statutory instruments, policies & procedures relevant to work with adults. • Understanding of issues relating to assessment, care and the protection of vulnerable people. • Experience of or a good working knowledge of Mental Health Act 1983 / 2007. Additional Knowledge for PQ1 • Thorough knowledge and understanding of the application of NHS and CC Act, other statutory instruments, policies and procedures related to adult social care. • Thorough knowledge and understanding of the application of principles and issues relating to the assessment, care and the protection of vulnerable people.
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Experience	• Evidence of experience of working with service group in a relevant professional capacity. • Experience of liaising and working with other agencies and professionals. • Experience of undertaking assessments and reviews according to the NHS and Community Care Act 1990. • Experience of or a good working knowledge of Mental Health Act 1983/2007. Additional experience for PQI • At least one year's post qualification practice in social care.
Skills and Abilities	• Ability to assess and review vulnerable individuals and their carers in relation to their need for support. • Ability to communicate clearly, both verbally, and by providing intelligible, comprehensive and detailed reports and recording. • Ability to relate to people at all levels through good interpersonal skills. • Ability to use training and supervision constructively • Ability to work within professional boundaries. • IT skills for inputting and recording work. Additional skills and abilities for PQI • Ability to apply and implement the above two points (additional knowledge required for PQI). • The ability to effectively manage a caseload of complex and high risk cases. • Ability to use training and supervision effectively to evaluate and develop practice. • Skills to promote and sustain effective professional relationships with other disciplines and relevant agencies. • Ability to undertake Adult protection investigations and co-ordinate outcomes. • Skills to work in a court or tribunal setting.
Equalities	• Commitment to equal opportunities; anti-Discriminatory & non judgmental ways of working.
Other Requirements	• Ability to work on own initiative & to ask for support when necessary. • Ability to work constructively and conjointly with colleagues. • Ability to work to deadlines and in a pressurised environment.

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Standard and Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.disclosure.gov.uk or by calling 0870 90 90 811.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 291638.