

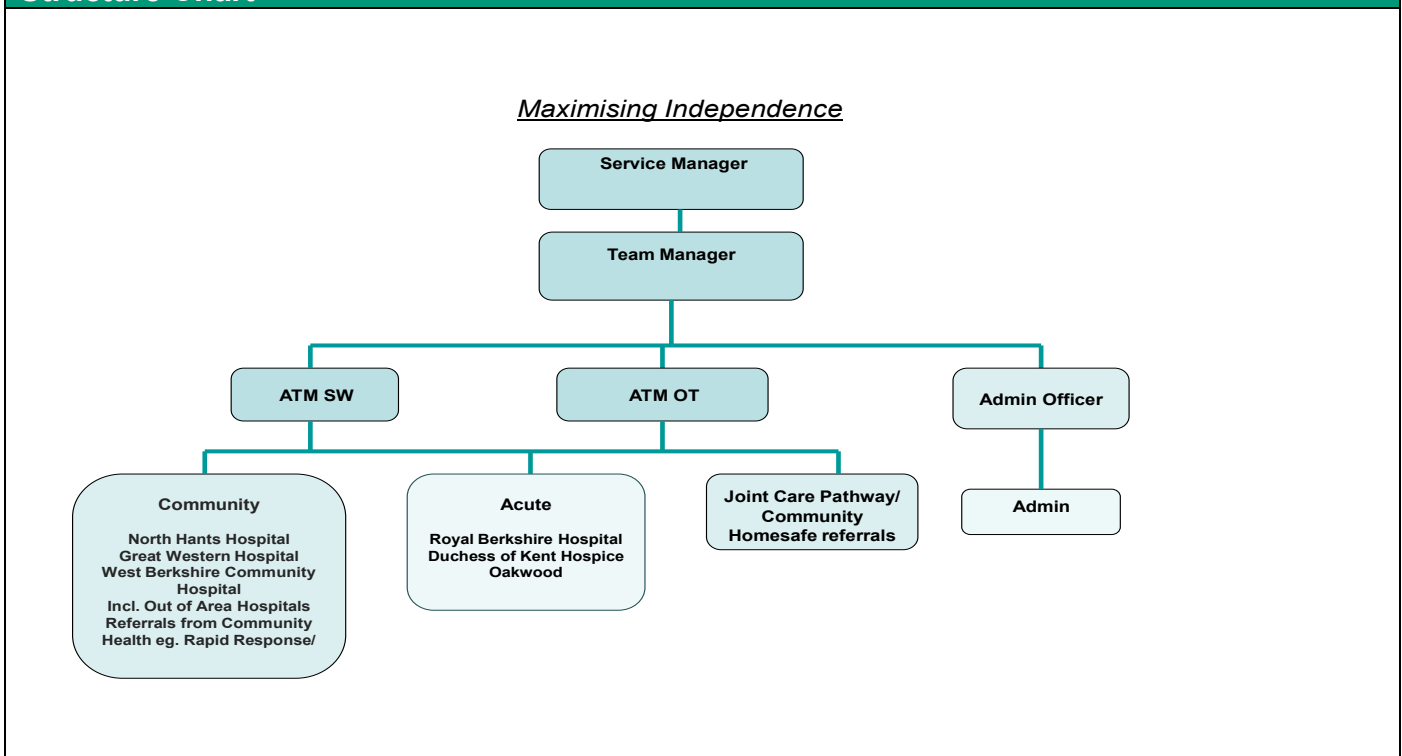
## Job Description and Person Specification

<b>Job title:</b>	Registered Social Worker
<b>Directorate:</b>	People
<b>Service:</b>	Adult Social Care
<b>Team:</b>	Maximising Independence
<b>Post number:</b>	03576
<b>Salary grade:</b>	H -I
<b>Work location:</b>	Hillcroft House
<b>Reports to:</b>	Assistant Team Manager
<b>Supervises:</b>	Social Care Practitioner

### Job Purpose

1. To support the effective management of the incoming work directly from Hospital wards by applying a robust prioritisation system.
  2. To provide professional supervision, support and advice to junior staff in relation to the hospital discharge and delay prevention.
  3. To maintain spreadsheets for Hospital clients on behalf of West Berkshire Council.
  4. To provide daily support for West Berkshire Council by being part of the link team in one of the Acute Hospitals.
  5. Managing negotiation processes between clients, carers, relatives, and Care providers to effect safe and timely discharge home.
  6. To screen all discharge patients for potential CHC funding.
- To ensure effective signposting for patients who both do and don't meet eligibility to ensure engagement with their own discharge solutions.

### Structure Chart



## Main Duties and Responsibilities

### Specific duties:

1. To take part in the link worker role by carrying out bedside assessments and arranging packages of care for safe discharges. To be part of the duty rota system covering several days a week in the hospital setting and responding to referrals as and when received.
2. Overseeing and monitoring the discharge of patients from acute hospitals, to ensure that any delays are fed back to the office/providers and chased daily
3. To continue to develop and maximise the benefits of links with services provided in the NHS, voluntary and private sectors to ensure that customers receive the best possible support at the earliest stage.
4. To make decisions regarding the referral of cases to appropriate services and clinicians to best meet individual need.
5. Provide formal supervision, advice and support to the acute team to ensure that effective and sound decisions are made
6. To manage systems that ensure risks to vulnerable adults are minimised
7. Ensure that a customer focused service is provided, monitor and resolve customer problems and improve customer satisfaction
8. To work with the managers to continue to develop working relationships with hospital and other health services to provide clients with an integrated service.
9. Contribute to the management of daily "Fit list" and "Alamac" discharge monitoring tool, as the management control systems used for all health and local authority partners.
10. Play a role in the joint discharge processes with AFA and LT teams.
11. Support in the management of team members to identify and direct in cases of safeguarding, Best Interest, and Capacity assessments and to liaise appropriately with the Safeguarding and DOLS team.

### Managing Self and Personal Skills

12. Ensure continued professional development record is maintained
13. Develop professional networks to achieve your personal work objectives.

### Providing Direction

14. Understand the environment in which the service operates
15. To work with TM and ATM to develop and implement service improvements to meet high volume of referrals, specifically to manage the prioritisation process for all incoming work
16. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

### Facilitating Change

17. Work with the team to adapt to changing circumstances and provide innovative services that meet needs of customers

### Working with People

18. Provide professional support on a day to day basis to Hospital Discharge Team, a combination of qualified social workers and case coordinators.
19. Support the ATM in ensuring these staff receive induction, supervision and appraisal
20. Support in managing the performance of staff on a day to day basis through implementation of Council policies and procedures – especially those relating to Safeguarding, Mental Capacity Act

## Main Duties and Responsibilities

### Using Resources

21. To ensure that the team use resources effectively by making appropriate judgements regarding the provision of information, advice, dealing with simple short term interventions and referring to other teams
22. Promote the use of technology in the service
23. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.

### Achieving Results

24. Build on the organisation's understanding of its market and customers and how they complement and affect the services you are responsible for.
  25. To improve West Berkshire Council's performance in relation to Delayed Transfers of Care.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
  - Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
  - Adhere to the standards set out in the WBC competency framework.

### Scope (impact on/control of resources, people, money etc)

- The post holder is responsible for identifying and recommending services or expenditure to meet people's care and support needs.
- No direct budget responsibility
- The post holder shares in the wider responsibility of ensuring that Public Funds are used wisely and effectively.

## Person Specification

Qualifications	Essential/ Desirable
Relevant professional qualification – Social Worker	E
Post Qualifying qualification (or work towards)	E
CPD record. Ensuring services provided are to current best practice, keeping own practice up to date and relevant	E
<b>Experience</b>	
Experience of working with a number of different agencies and organisations providing services for adults	E
Experience of using electronic systems.	E
Experience of working jointly with Hospital Services.	E
<b>Knowledge and understanding</b>	
Knowledge of Health and Social Care legislative framework	E
Knowledge of Health and Safety legislation	E
Knowledge of Safeguarding processes	E
Knowledge of Performance Management framework both service and employee	E
Knowledge of Information Services, internally and externally	E
Knowledge Delayed Discharge Act/ Reimbursement protocol	E
Knowledge of Choice Directive and Transfer of Care Protocols.	E
<b>Skills and abilities</b>	
Ability to use Outlook, and a web browser to access information	E

Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
Ability to use Alamac Systems.	E
Ability to provide direction to the teams	E
Ability to facilitate change and to develop / implement new and innovative services	E
Ability to develop productive working relationships with colleagues and external organisations	E
Ability to use resources effectively - Make appropriate judgments regarding the provision of information, advice, dealing with simple short-term interventions and referring to other teams, including use of technology.	E
Ability to achieve results	E
Supporting team members to work with customers to manage risks, whilst ensuring that they are safeguarded	E
<b>Work-related personal qualities</b>	
Ability to prioritise and delegate	E
Ability to deliver service outcomes against agreed targets and timescales	E
<b>Other work-related requirements</b>	
Flexibility and adaptability - May need to attend work commitments outside of working day, attending meetings, events, responding to operational needs	E
Ability to drive with a full, driving licence	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies	E
Enhanced DBS check with relevant barred list/s	Yes