**Job Description and Person Specification**

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| 1. **Job Details**
 |
| **Job Title** | Social Worker |
| **Salary** | £26,000 (pro-rata for part-time vacancies) |
| **Accountable to** | CAMHS Senior Social Worker / Lead Social Worker |

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| 1. **Job summary**
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| To provide a high standard of care delivery with regards to social work needs to those patients whose ability to cope with the tasks of living are threatened or impaired by development defects, emotional, psychological and social problems. |

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| 1. **Main duties and responsibilities**
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| **1.** | To assist in the overseeing the work of the therapeutic activities team by making and reviewing work assignments, establishing priorities, coordinating activities and resolving work problems. |
| **2.** | To ensure company policies and procedures are adhered to. |
| **3.** | To assist in the updating of local documentation in consultation with fellow colleagues in accordance with company guidelines. |
| **4.** | To maintain in confidence all medical records, correspondence and information pertaining to our patients. |
| **5.** | To promote constructive relationships with all Cygnet Health Care employees |
| **6.** | To observe the statutory legal requirements as laid down in the Children Act 1989, Mental Health Act 1983, the Code of Practice, the Health & Safety at Work Act and all other relevant legislation.  |
| **7.** | To contribute to the multi-disciplinary assessments and treatments planning for all patients needs and requirements. |
| **8.** | To compile reports of the patients needs / requirements. |
| **9.** | To confer with staff regarding the patient’s needs and requirements, goals of treatment and progress made. |
| **10.** | To liaise with health and social care agencies in the public sector and independent sector in order to arrange services for patients and their significant others and family. |
| **11.** | To communicate effectively with the clinical teams to ensure that patient’s needs are met. |
| **12.** | To communicate clearly with patient’s, their significant others and family in accordance to local protocols ensuring the plan of care / aftercare needs are communicated effectively. |
| **13.** | To maintain records and preparation of reports and correspondence related to the work. |
| **14.** | To maintain and update with new theoretical and clinical practice and participate in the in-service training programme. |
| **15.** | To provide both formal and informal teaching sessions for junior staff and students. |
| **16.** | To ensure continuity of support and supervision for students based in the TAT area. |
| **17.** | Assist in the promotion of continuous quality improvements through the setting of standards, monitoring and evaluating practice through the use of audit. |

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| 1. **Person specification**
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| This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.  |
| **Requirements** | **Essential and desirable criteria** | **Method supporting assessment** |
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| **Education and qualifications** |
| Social Work Degree | Y |  | Application form / Interview |
| Social Work England Registered Social Worker | Y |  | Application form / Interview |
| **Experience** |
| General administration within a busy environment | Y |  | Application form / Interview |
| Working with a variety of computer systems | Y |  | Application form / Interview |
| Working within a customer focused environment | Y |  | Application form / Interview |
| Experience of working with Mental Health patients | Y |  | Application form / Interview |
| Experience with communicating to patients with a variety of Mental Health illnesses, families, external agencies and within a multi-disciplinary team | Y |  | Application form / Interview |
| **Skills, knowledge and abilities** |
| Excellent interpersonal skills with ability to communicate at all levels. | Y |  | Application form / Interview |
| Ability to use Microsoft applications at intermediate level. | Y |  | Application form / Interview |
| Excellent written and verbal skills | Y |  | Application form / Interview |
| Capable of being well organised and able to manage several tasks in parallel  | Y |  | Application form / Interview |
| Ability to have a pro-active and positive outlook | Y |  | Application form / Interview |
| To have a good knowledge of the Deprivation of Liberty Guidelines | Y |  | Application form / Interview |
| To demonstrate a good understanding of the Empowerment Agenda in relation to mentally ill patients | Y |  | Application form / Interview |
| **Motivation** |
| Ability to work on own initiative | Y |  | Application form / Interview |
| Willingness to adapt and learn new skills | Y |  | Application form / Interview |
| Passionate about promoting the values of Cygnet Health Care  | Y |  | Application form / Interview |
| Willingness to travel | Y |  | Application form / Interview |

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| This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of Cygnet Health Care. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework. |
| Your Name: | Your Signature: | Date: |