

# Job Description

# Title of Post : Social Worker

**Location :** Cygnet Hospital Stevenage

**Reports To :**  Head of Social Work/Safeguarding

**Hours Of Duty:** 37.5 hours per week

**Job Summary – To:**

* Social Workers will endorse and act in accordance with the principles of personalisation, ensuring that care and support are person-centered and as far as possible put the people with whom they work in control of their lives. In doing so they will carry out assessments of need, plan and deliver services and review outcomes with the individual, their personal networks and support providers
* To provide highest standard of care delivery with regards social work needs to those patients of Cygnet Stevenage, whose ability to cope with the tasks of living are threatened or impaired by developmental deficits, emotional, psychological and social problems, and the effects of economic and cultural barriers.
* To assist in the overseeing the work of the Therapies Team by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving work problems.
* To ensure that company policies and procedures are adhered to. To assist in the updating of local documentation in consultation with fellow colleagues in accordance with company guidelines, HQS guidelines, NCSC legislation and current research.
* Understand that the breach of a professional Code of Professional Practice is regarded as a disciplinary offence.
* To act as an identified individual within the Social work Team.
* To undertake any reasonable request.
* Duties as detailed may vary from time to time. The Job description is not exclusive and is subject to annual review.

## Key Duties – To:

# Professional

* Provides professional leadership in situations which are complex or ambiguous.
* To participate in and actively seek monthly Clinical Supervision as per agreed supervision structure of Ward or Department. Any Disputes therein to be bought to attention of Ward or Department Manager at earliest opportunity.
* Actively promotes Equality and Diversity and challenges discrimination.
* To maintain in confidence all medical records, correspondence and information pertaining to Cygnet Stevenage and its patients according to Cygnet Healthcare policy and procedure.
* To promote constructive relationships with all Cygnet Stevenage colleagues.
* To at all times wear Cygnet identification and ensure security procedures are maintained by post holder and junior staff.
* To at all times be dressed in a professional and smart manner when on work duties.
* To observe the statutory legal requirements as laid down in the Mental Health Act 1983 and Revised Mental Health Act, the Code of Practice, the Health and Safety at Work Act 1974 and other relevant legislation.
* Take a Lead role for Risk assessment and Safety issues across Cygnet Stevenage Services.
* To maintain adult safeguarding databases.
* To support the wards with addressing safeguarding concerns and liase with the local authority regarding safeguarding concerns.
* To send polite and courteous emails.
* To maintain professional registration.
* To provide placements for social work students.

### **1.2 Clinical**

* To contribute to the multi-disciplinary assessments and treatment planning of Cygnet Health patient group needs and problems.
* To complete social work assessment with new admissions to support with identifying needs and concerns for service users.
* To compile social work reports of the needs/problems of Cygnet Health patient group for multi-disciplinary, MHA ,CPA ,CTR ,MHRT meetings .Ensuring in own practice and Junior staff that reports are ready 3 weeks prior to CPA meetings wherever practicable.
* To ensure compliance with 20 CPA standards as set out by EMSCG.
* To confer with other members of Cygnet Hospital staff regarding the needs of patients, goals of treatment and progress made.
* To liaise with health and social care agencies in the public and independent sector in order to arrange services for patients and their significant others and family.
* To communicate effectively with the clinical teams to ensure that patient’s and carer’s needs are met.
* To communicate with patient’s significant others and family in accordance to local protocols ensuring the plan of care/aftercare needs are communicated effectively.
* To identify and source Benefits for service users. To ensure both in own and junior staff practice that all Cygnet Stevenage patients have their full benefit entitlement and where necessary assist and aid patient to apply and appeal against decisions as appropriate.
* To give support, guidance and supervision to Assistant Social Workers.
* To maintain records and preparation of reports and correspondence related to the work.
* To participate in Carer’s Forums and Carer’s Survey’s as requested.

### **1.3 Managerial**

* To assist in the promotion of continuous quality improvements through the setting of standards, monitoring and evaluating practice through the use of audit.
* To attend and actively participate in Clinical Governance meeting’s, Audits and activities.
* To assist in the induction of new staff to the Social Work and Therapies Team and Cygnet Stevenage as a hospital.
* To assist in the representation of Cygnet Stevenage at relevant meetings, both internal and external, promoting a positive image for Cygnet Health Care.
* To ensure supervision and appraisal’s occur for all junior staff as per agreed timetables.
* To participate in promotional activities and maintain good and positive contacts with Commissioners and referrers.
* To ensure any placement sourcing has written authority from Commissioner before commencing process.

#### 1.4 Educational.

* To remain up-to date with new theoretical and clinical practice.
* To provide both informal and formal teaching sessions for junior staff and students.
* To participate in reflective practice sessions.
* To participate in the in-service training program in regard to mandatory and management training.
* To ensure knowledge of MHA 1983(Revised 2007) is up to date
* To be a ‘Self-starter’ with regards to accessing courses for professional updates.

1. **Dress code**
* In the interests of safety and comfort of all, employees are expected to dress appropriately whilst at work.
* All employees will:
	+ Present a neat and tidy appearance.
	+ Comply with any specified local dress code or uniform requirements.
	+ Wear a name badge at all times.
	+ Keep jewellery to a minimum, and avoid items, which create a hazard to safety or health.
	+ No Hoodies, Trainers, Denim Jeans to be worn.
1. **Telephone Calls**
* All employees will from time to time find themselves answering an incoming call; it is essential all calls be answered in 3 rings and a professional image is maintained at all times, as the answered call is the first point of contact for any potential referrer or patient.

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***This Job Description is not definitive and will be reviewed periodically in the light of developments within Cygnet Health Care, in consultation with the postholder.***

Signed: ……………………………………… Date: ……………………

*[Name of Employee]*