

## Job Description

Job Title: Social Worker  
Reports To: Hospital Manager

Accountable to: Hospital Manager

### Role Summary:

To assist the social work team in providing a comprehensive social work service to inpatients of Cygnet within the framework of the Care Programme Approach and working as part of the multidisciplinary team.

### Main Duties and Responsibilities

To work within GSCC Guidelines and Code of Practice.

Complete comprehensive social work assessments as required from the pre admission to discharge stage incorporating individual need and risk assessment/management.

As part of the multidisciplinary team, take responsibility for liaising with home authorities (Health, Social Services Departments and Probation Services) pre or at admission through to discharge stage.

Participate in multidisciplinary team working with individuals.

Attend clinical team meetings as and when required; - major clinical reviews, S117 Mental Health Act 1983 and C.P.A. meetings.

Offer a wide range of social work interventions to individuals, families and carers ensuring interventions and practices which reflect anti-discriminatory practice.

Ensure individuals and their families are involved in the decision making process regarding their care wherever possible.

Maintain appropriate records of work undertaken and complete the required administrative procedures.

To assist the social work team in preparing reports as required for Mental Health Review Tribunals and appeals to Hospital Managers. Attend hearings as required.

To undertake risk assessments and address the needs of the patient balanced with the need to protect others, including victims.

Provide a seamless and integrated social work services to the multi-disciplinary team

To liaise with other specialists and agencies as necessary, including Housing and Child Protection services.

To provide support and guidance to families and carers of the patients and to visit them if necessary.

To assist the social work team in maintaining a professional record on each patient.

To keep abreast of new policies including government and department policies and procedures.

To promote customer care at all times by treating patients, carers, referrers and other agencies with respect and courtesy.

To actively participate in the development of the Social Work services within Cygnet Hospitals and to contribute to policy formulation

To promote a commitment to anti-racist and anti-discriminatory practice

Facilitate access to welfare rights, housing, advocacy services and associated support services.

Undertake the role of appropriate adult under P.A.C.E. 1984.

Work flexible hours upon occasion as required by the needs of the services.

All the above to be carried out under the supervision of a Qualified Social Worker.

Deaf Awareness (Bury only):

To promote Deaf issues within the service and other professional settings.

To abide by the communication policy of the service and to develop own sign language skills to CACDP level II

To develop knowledge of the Deaf language, culture and community as a linguistic minority group.

To champion Deaf access and accessibility around care, rights of treatment, and advocacy.

All the above to be carried out under supervision of a Qualified Social Worker.

Health & Safety:

To comply with the provisions of Health & Safety at Work Act 1974 and other relevant legislation and taking personal responsibility for own safety and health whilst at work.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975.

You are therefore not entitled to withhold information about convictions ``which for any other purposes are spent`` under the provision of the act and failure to disclose such convictions could result in dismissal and disciplinary action by the service.

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the Hospital Director that are within the competence of the post holder and compatible with the expectations of the post.

I confirm receipt and acceptance of this job description

Signed..... Name  
(print).....

Date.....

Person Specification:

Essential                      Desirable

Skills    HCPC /social work council registration

Good assessment skills

Written and verbal communication skills

Negotiation skills

Ability to prioritise

Ability to work to deadlines

Commitment to team working

Ability to establish and maintain clear boundaries in clinical and professional relationships

Presentation skills

Knowledge of

    Social Work Theory

    & Practice

Essential                      Desirable

Personal

Ability to work as a member of a team and with other agencies.

Ability to identify and manage stress constructively

Essential                      Desirable

Knowledge

Knowledge of and commitment to the values of:-

Anti- discriminatory practice

User and carer involvement

Empowerment and social inclusion

Knowledge of relevant mental health, criminal justice and childcare legislation

Last update June 2008 - Aileen Simm

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