

Job Title:	Assistant Social Worker
Salary Range:	£24,000
Responsible To:	Senior Social Worker

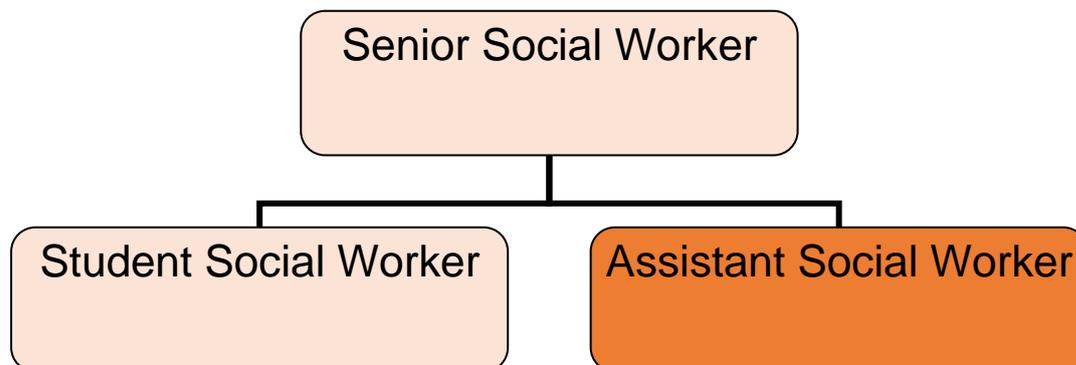
1. Job Summary

Working alongside the Senior Social Worker, you will be the first point of contact between the public and the service, gathering information and identifying the need for further assessment, as well as sign posting people to other services. The post holder will assist a qualified practitioner with a variety of tasks, including assessing people's needs and carrying out regular reviews.

This purpose of this role to help ensure maintenance of the quality of service provision. This role will support the Senior Social Worker in the facilitation of transition pathway for new admissions and contribute and participate in the meeting the needs of existing Langdon members.

Promoting independence, choice and control is at the heart of this post. This is an exciting opportunity to work with Langdon members to maximise their potential for independence.

2. Organisation Chart



3. Key Tasks

- Work jointly with Senior Social Worker on applications to Langdon Community for services and supports.
- To assess individuals in accordance with Care Act 2014, other appropriate legislation and the Langdon Community assessment process.
- To work collaboratively with Senior Social Worker in delivering Langdon's aim to provide personalised services for adults in the community.
- To collect, accurately record, manage information systems (KPI database), critically analyse all relevant information and take appropriate actions to fulfil statutory responsibilities to promote and safeguard the well-being and interests of the Langdon members'.

4. Operational Tasks

- To ensure referrals & enquiries are responded to in a timely manner.
- Coordinate and attend admissions meetings.
- Oversight of transition pathway, this includes development & coordination of transition plan.
- Support the facilitation of assessments for both new and existing Langdon members.
- Liaise and work with other professionals and agencies to achieve optimal outcomes for Langdon members'; and ensure that services are "joined up" in approach.
- To contribute to the safeguarding process of Langdon members.
- To contribute to Langdon's Deprivation of Liberty (DoLs), process where required.
- Liaison with Langdon housing to source suitable accommodation.
- Attend placement reviews and support with the preparation of review documentation, where required.
- Support team members to create and amend member risk assessments, care plans and other relevant documentation.
- Attend professionals' meetings, both internal and external.
- Actively support the Senior Social Worker by undertaking any other duties commensurate with the job or needs of the service.

5. Communications

- To accurately record, report and communicate using accurate evidence-based information in accordance with statutory and organisational requirements.
- To communicate effectively to a variety of audiences through written, verbal and other means of communication.
- To have competent IT skills.

6. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**
To behave in accordance with the organisation's values of excellence, responsive, caring, integrity and empowering.
- **Equity & Diversity**
To act in accordance with the Organisations Equity & Diversity Policy, which is designed to prevent discrimination of any kind.
- **Health & Safety**
Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.
- **Risk Management**
Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
Responsibility for attending health & safety training as required.
Responsibility for assisting with risk assessments.

7. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.

8. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: (Post Holder)

Name: (Print)

Date:

Signed: (Line Manager)

Name: (Print)

Date:

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Langdon Job Descriptions. The signed copy will be retained on your Personnel File.

PERSON SPECIFICATION

Assistant Social Worker

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE or equivalent in English language to grade C or above 	<ul style="list-style-type: none"> • Social care qualification to NVQ level 2 or above. • Working towards social work qualification.
Knowledge & Experience	<ul style="list-style-type: none"> • Relevant experience in a social care setting. • Previous experience of working with adults with Learning Disabilities, Autism and Asperger's Syndrome. • Experience or knowledge of undertaking assessments and devising care plans. • Knowledge of Care Act 2014. • Knowledge of safeguarding procedures' and relevant legislations that govern the process. 	<ul style="list-style-type: none"> • Knowledge of Deprivation of Liberty Safeguards. • Knowledge of Mental Capacity Act, 2005.
Communication & People Skills	<ul style="list-style-type: none"> • Ability to communicate verbally in a competent and sensitive manner to individuals and groups. • Ability to work in partnership with other professionals within and outside of organisation. • Ability to relate to vulnerable adults and their families. • Able to maintain strict confidentiality. 	
Organisation Skills	<ul style="list-style-type: none"> • Ability to manage a varied workload and effectively prioritise demands. • Able to work autonomously, as well as part of a team. 	

<p>Specialist Skills</p>	<ul style="list-style-type: none"> • Ability to produce sound written reports / assessments to a high standard. • Able to understand complex information. • The ability to use intuitive problem solving. • Willing to undertake a range of tasks. 	<ul style="list-style-type: none"> • Experience of producing detailed evidence based assessments and reports to a high standard.
<p>Other</p>	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying Langdon’s Equality & Diversity and Health & Safety Policies. • Willingness to seek support if required. • Flexibility and willingness to learn new skills. 	<ul style="list-style-type: none"> • Valid clean, full UK driving licence.