

# Manchester City Council

## Job Description

Social Worker, Grade 7 + 2 increments + 20% flexibility payment  
Emergency Duty (Social Work) Service, Customer Service Division, Directorate for Adults

The post holder will report to the Team Manager for overall management. Apart from team colleagues the main contacts of the job are Service Users, Carers, Departmental Managers, Service Providers, Staff from City Council Departments, Health Services Staff and Independent Care Providers.

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### Main Purpose of the Job

To provide statutory emergency social work interventions to adults in need of mental health assessment, or who are vulnerable through age or disability; and to children, young people and families in need of protection, or who are looked after by the local authority.

To ensure that all work is carried out in line with the appropriate guidelines, policy and procedures.

To promote the independence and well-being of adults of working age and/or older people, children, young people and families; to assist social inclusion and valued community presence and to enable the widest possible expression of personal choice.

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### Main Duties

1. To carry out positive assessments and share the outcomes of the assessment with other contributors as appropriate in an out of hours, statutory emergency work setting.
2. To contribute to the single assessment process of an individual sharing information in an appropriate and secure manner with other contributors.
3. To contribute to the collaborative process of joint, multi-disciplinary or comprehensive assessment of individuals and their carers.
4. To complete positive assessments in the appropriate format, using appropriate systems both electronic and paper-based.
5. To identify possible risks in line with the risk assessment policy. To alert the team manager to any potential serious risk situations, including joint work with Children's services. To monitor and review the requirement for risk plans.
6. To assess the social needs of the individual, taking into account the perspective of carers, family members and friends as well as other members of the community, and making all decisions in conjunction with the individual where practicable and viable.
7. To commission or arrange appropriate services to meet the needs of the individual.

8. During out of hours to act as lead and to work in collaboration with other interested parties in the investigation of allegations of any form of abuse to vulnerable adults, families and children.
9. To contribute to the development of an agreed protection plan for any vulnerable adult, child or young person and to carry out interventions as are deemed necessary to promote the safety and protection of that individual.
10. To update professional practice including PQ activity and to take advantage of training opportunities as required including practice teacher role to support student placement and development.
11. To be part of an out of hours emergency response service and to work flexibly in line with the needs of the service.
12. To advocate as appropriate on the needs of the individual.
13. To carry out all assessment, care planning and social work activity in line with current departmental targets and objectives.
14. To contribute to the collection of accurate data and statistics as required by Manchester City Council or partner agencies.
15. To assist Care Managers with advice, guidance or other support as needed to an effective standard.
16. To produce court reports as appropriate.
17. To act as Appropriate Adult when required.

**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

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# Manchester City Council Person Specification

## Social Worker

### **For this job we are looking for:**

A recognised Social Work qualification and be registered with the General Social Care Council.

To be a registered Approved Mental Health Professional (AMHP).

An understanding and ability to interpret relevant legislation.

Sensitivity and perception in the assessment of vulnerable service users and their families with complex needs, using the assessment framework.

Skills to analyse and evaluate financial and relevant factual information.

Competent negotiation and arbitration skills to deal with conflict in high pressure statutory emergency situations.

Ability to develop written reports, including those needed under legal requirements.

Skilled in organisation and prioritisation of work loads, making informed decisions and evaluating outcomes.

Ability to use computerised information technology.

Skills in Social Work interventions and risk assessment.

Willing, and able to support, mentor and motivate others as appropriate.

Understand use and provide methods to protect vulnerable service users, families and children.

Work with adults, children, young people and families to promote their independence and well-being.

Work with colleagues within the team and from other agencies.

Ability to demonstrate anti discriminatory practice in a social care setting.

A commitment to social inclusion and the provision of services that are appropriate and accessible.

Good interpersonal skills with all contacts.

To work on a rota covering shifts 52 weeks of the year between 4.15pm and 9.15am Monday to Friday 24 hours on weekends and bank holidays.

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## **Personal Style and Behaviour**

Ability to work and co-operate as part of a team.

Ability to work independently, in challenging situations that require urgent decision making.

Able to work in a flexible manner whilst managing own time and work load.

Commitment to training, service, and continuous self development including Practice Teacher Award and PQ Qualifications.

Commitment to comply with City Council and Manchester Mental Health and Social Care Trust policies and procedures where necessary.

Willingness to consent to and apply for an enhanced disclosure check.

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