job description hospital SOCIAL WORKER

**JOB TITLE:** Social Worker

**ACCOUNTABLE TO:** Senior Social Worker/Hospital Manager/Deputy Hospital Manager

**SUPERVISOR:**  Hospital Manager/Deputy Hospital Manager

**Role of the Hospital Social Worker:**

The social work role is an integral part of the Independent Hospital’s multi-professional team. The social worker is therefore involved in the recovery pathway for all the patients. The social worker provides, in particular, a social dimension to the multi-disciplinary approach, identifying stress factors as well as sources of support and strength in the patient’s social context.

The social worker aims to facilitate the eventual resettlement of the patients into the least restrictive environment, utilising facilities and support systems from the patient’s locality whenever possible. Social work activity focuses on the patient. An important aspect of the work is encouraging the patient to consider and to contribute to their continuing care from pre-admission and via the rehabilitative pathway to eventual discharge.

Social workers actively participate in the assessment process for all patients. This includes the assessment and management of risk. Relevant information from a variety of sources including families and social care agencies is collated for this purpose.

The social worker helps to establish and maintain a communication link with the community from where each patient has originated. Every effort is made to ensure that patients receive the support of family members and professionals from their area of origin. This applies wherever a patient hails from. We believe that the stress associated with being admitted to hospital will be reduced by re-establishing and maintaining such links.

 **Key Duties and responsibilities**

**Rehabilitation & Social Networking**

* To take the lead regarding matters of family contact and community networking.
	+ Developing and maintaining appropriate family/friends relationships and contact.
	+ Identification, early contact and liaison with ‘nearest relative.’
	+ Providing relevant information to stakeholders regarding the care and therapeutic treatments available.
	+ Carrying out appropriate assessments, i.e. home and environmental, and consultations regarding ‘home visits’ by the patient.
	+ Facilitating family/friends involvement.
	+ Transitional work with patients.
	+ Liaison with clients statutory Social Workers to enable joint working.
	+ To develop working relationships with external professionals, e.g. health care agencies; support networks; voluntary agencies.

**Financial**

* To take the lead regarding matters of patient benefit entitlement.
	+ Inform relevant benefit agencies of all new admissions and change in circumstance.
	+ Assist the patient to complete new or relevant benefit/financial forms.
	+ Network/liaise with previous appointee and placements for previous benefit details.

* + Support and monitor appeals on an individual’s behalf.
	+ Offer advice on benefit entitlement.
	+ Assist patients to open relevant Bank/PO accounts.
	+ To work with the care team to help enhance the patients budgeting skills.
	+ Complete financial capability assessments when appropriate to do so.
	+ To help protect vulnerable patients from exploitation and financial abuse.

**Mental Health Act/Mental Capacity Act**

* To help protect the rights of patients.
	+ To liaise with the patient’s legal representative (solicitor)
	+ To liaise with professional advocacy.
	+ To undertake capacity assessments.
	+ To attend Hospital Manager’s Appeals.
	+ To attend Mental Health Review tribunals.
	+ To act as statutory consultee for Mental Health Act Commission SOAD visits as required.

**Multi-agency Public Protection Arrangements (MAPPA)**

* To take the lead regarding MAPPA and public protection Issues.
	+ To notify the MAPPA Coordinator in writing of all patients who qualify for consideration.
	+ To notify and regularly liaise/meet with the local constabulary regarding all patients who require MAPPA consideration.
	+ To liaise or act as an appropriate adult in circumstances requiring police or court intervention.
	+ To carry out appropriate and relevant risk assessments.

**Safeguarding**

* To take the lead on matters of Adult Protection.
	+ To liaise with the local Adult Safeguarding Team (AST) regarding possible incidents of abuse or neglect.
	+ To complete the necessary documentation and inform all relevant agencies and individual stakeholders.
	+ To provide feedback to the Clinical Governance Committee.
	+ To undertake capacity assessments with vulnerable patients.
	+ To provide training to staff and periodically update their knowledge.

**Professional & Educational Responsibilities**

* Helping to enhance hospital service quality.
	+ Assess the suitability of referred individuals for treatment at New Hall hospital.
	+ Prepare social work reports on every individual for all CPA/CTP reviews, Managers Appeals and Mental Health Review Tribunals.

* + Ensure that there is a regular social work presence on the wards via planned and unplanned visits to carry out administrative work, e.g. report writing in patient files and instrumental work, e.g. meet with individual patients and groups.
	+ Counselling sessions (when appropriate) on a group or an individual basis.
	+ Problem Solving / Crisis Intervention work.
	+ Deliver Periodic Staff training where and when appropriate.
	+ Utilise own acquired (transferable) skillset to enhance the social work process and practices.
	+ Updating and enhancing own professional knowledge, skills and competencies.

**Attend the following meetings:**

* Multi-disciplinary Team Meetings
* Mental Health Review Tribunals
* Managers Appeals
* CTP/CPA and S117 reviews.
* Service Meetings, e.g. Clinical Governance.
* Staff Meeting
* Service User Meetings (when appropriate)
* Liaison Groups

**Keep updated on all legal and professional aspects to include:**

* Mental Health Act 1983/2007
* Social Services and Well-being (Wales) Act 2014
* Mental Capacity Act 2005
* Safeguarding Vulnerable Groups Act 2006
* Care Standards Act 2000
* Deprivation of Liberty Safeguards/Liberty Protection Safeguards
* Benefit Entitlements
* All other statutory, duty bound issues
* Mandatory training
* Professional body and registration
* Supervisions and Appraisals

**To work within own professional boundaries/accountability and MHC company policies and procedures.**

**Codes of Professional Conduct:**

Staff are required to abide by the all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

**Confidentiality:**

Information relating to patients, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

**Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

**Equality & Diversity:**

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Policies:**

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company’s policies, procedures and protocols.

*NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Company from time to time, up to or at a level consistent with the principal responsibilities of the post.*

person specification hospital social worker

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| **ATTRIBUTE** | **ESSENTIAL** | **DESIRABLE** | **HOW TESTED** |
| **Training & Qualifications** | An appropriate (mental health, Autism and Learning Disability) social work qualification is essential Minimum of two years’ clinical experience within the care sector. Able to demonstrate a satisfactory level of education. | Additional skills/qualifications, e.g. care qualifications, teaching. | Application form and evidence of qualifications |
| **Experience** | Previous experience of working within clinical/mental health, Autism and Learning Disability settings.Experience of working within a Multi-Disciplinary Framework.Working knowledge of Social Work values and principles | Experience of Multi Agency Working to include liaising with all relevant local authorities/Care coordinators/Advocacy/Family members | Application form/interview |
| **Knowledge & Skills** | Working knowledge of the Mental Health Act 1983/2007.Knowledge of the Safeguarding Vulnerable Adults guidance/process.Report production and dissemination (including presentations)Experience and competence in using computer software packages, including MS word.Ability to communicate (verbally and in writing) and relate to others and work alongside them in situations that can be complex and highly emotiveAn understanding of the needs and difficulties of Vulnerable adults/adults in mental distress. | Counselling skillsAssessment skillsKnowledge of MS WordKnowledge of legislation pertaining to :-Mental Capacity Act (2005)Social Services & Well-being (Wales) Act 2014Criminal Justice System/MAPPA and Public Protection.Experience and training relating to ‘benefit entitlement.’ | Application form/interview |
| **Personal** | Ability to use initiative and work independently and effectivelyAn ability to interact effectively with staff from all disciplinesAn ability to interact with people with mental health issues.Good Communication Skills |  | Application form/interview |
| **Other** | Ability to accept, use and seek out supervision appropriately and effectivelyHolder of a valid driving licence and have access to a carBe responsible for own Professional Development and undertake training relevant to the role |  | Application form/interview |