JOB DESCRIPTION

Job Title	**Social Worker**
Department	**Wellbeing**
Reporting to	**Head of Welfare and Wellbeing**
Location	**Based either at Fair Havens, but working across the community.**
Purpose of Role	To work as part of the Wellbeing team to provide a holistic social care model of support to patients and, take the lead in promoting safer care through early intervention and crisis management and to promote safeguarding principles throughout Havens Hospices To work as part of an multi-disciplinary team to provide specialist psychological, emotional and social support to patients and families whose lives are impacted by illness, loss and grief. To be involved, where appropriate, in the development, implementation and evaluation of specialist palliative care service provision To promote the key values of supportive and palliative care for patients, families and carers, ensuring equitable access to community services.
Main Duties & Responsibilities	The following list is not exhaustive and is intended only to indicate the range of activities that the post holder will be required to undertake. Further duties and responsibilities may be added as identified from time to time and it is expected that the post-holder will accept all reasonable requirements and developments of the job. • To organise and manage their own caseload and take the lead on providing early intervention support and advice to Havens Hospice patients and their families. • To provide holistic assessments and support for patients and their families where appropriate to meet their individual needs as part of a multidisciplinary team through regular meetings. • To contribute within the multi-disciplinary team an understanding and assessment of the psychological, emotional and social challenges experienced by patients and their families • Promote patients and families' self- determination and autonomy by empowering them to protect their rights, interests, abilities and choice and provide information about other services and organisations, this will include advocating on behalf of patients and families where appropriate. • Facilitate meetings as required with patients and their families, involving other agency professionals as is relevant. • Develop and maintain relationships with colleagues from the field of health, education and social care to develop and enhance patient care and where nominated act as a key professional involved. • Ensure policies and procedures relating to safeguarding are

	adhered to and escalate when appropriate to the Head of Welfare and Wellbeing or The Director of Care. • To promote and be a resource for Mental Capacity assessments and Deprivation of Liberty Safeguards within the Hospice. • To work with and be a resource to the care team members across the care directorate • To respond to the diverse needs of all patents and families. • Ensure the patient and families voices are heard remain central to care planning and delivery of services. • To work collaboratively with professionals in local Social Care, Health, Education and voluntary organisations to ensure a working knowledge of local services and resources • To participate in Inspire! and other groups as required • Report monthly dashboards on the activity of the service and present to the Clinical Quality Group • To ensure cover and support for the Social Work caseload during holidays and other absences **Staff Responsibility** • Identify risks and act in accordance to legislation, policies and procedures, in particular Safeguarding Children and Adults and be a resource for other hospice staff where appropriate • To represent the Social Work perspective as a member of the multidisciplinary team, being adept to problem- solving, through advocacy, facilitation, negotiation and mediation of ethical dilemmas. • Lead meetings and facilitate training as appropriate. **Team / Organisational Work** • To develop a good working relationship with all Trustees, Executive and Hospice staff with whom the job interacts • To support the decisions of the Senior Management Team and Executive. • To be responsible for conforming to the policies and procedures as set out in the staff handbook, including health & safety requirements and attending courses and training as directed • To attend and contribute to staff meetings as required • To maintain patient confidentiality at all times. • To promote the work of the organisation at professional forums, locally, regionally and nationally. • Participate in the development and undertaking of audit of clinical care and practice. **Personal and Professional Development** • To participate in annual appraisals • To identify on-going learning needs and discuss with Head of Welfare and Wellbeing. • Develop skills and competencies that are required to meet the demands of the role as identified through appraisals. • To be professional at all times • As a member of a professional body you are required to conform to the professional standards set by the relative body. You are required to ensure your registration remains current and ensure continuous professional development
Personal	**Qualifications and Experience.** SWE Registration (renewed every year).

Specification & Skills	3 years' experience in a social care / healthcare environment. GCSE level or equivalent in English and Maths. **Desirable.** Experience of working with adults and children in a healthcare setting. Experience of working in the Charity sector. Experience of working with Volunteers. **Skills and Abilities.** Intermediate keyboard and IT skills, working with Word, Excel and outlook, power point. Numeracy skills. Excellent customer service. Willingness to learn and develop new skills. Ability to communicate sensitively and diplomatically with a wide range of people. Ability to work on own initiative and work effectively within a team. Ability to multitask and manage a busy and varied workload, working methodically and paying attention to detail. **Attitudes and Values.** Friendly, caring attitude towards people. Committed to maintaining confidentiality. Committed to and/or respectful of Haven's Christian ethos and care philosophy. Committed to Equal Opportunities. Enthusiasm. 'Can do' attitude. **Personal Circumstances.** Able to work weekends and evenings with a flexible approach to the working day. **Desirable.** Car owner / driver or have access to own transport.

Expected Behaviour (Competencies)					
Core Competencies	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**
Working with Others				X	
Planning and Analysis				X	
Managing Change				X	
Customer Focus				X	
Communication, Drive & Impact				X	
Advantage Competencies	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**
Managing Ambiguity					
Influencing, Negotiating & Decision Making					
Leadership					

Copy of Job Description Issued to Current Job Holder

I have received a copy of the above job description and agree that this gives an accurate overview of the main duties and activities of my job role. I understand that the organisation will review job descriptions on a regular basis and that my job role may change or be amended in order to meet the needs of the business.

Safeguarding statement

Havens Hospices is committed to safeguarding and promoting the welfare of children, young people and adults. Havens expects all staff and post holders to share this commitment. References**:** A minimum of two referees must be obtained, one of which should be the current or most recent employer and both should be able to testify to the suitability for the role and whether there is any known reason why any candidate should not work with vulnerable groups. The charity will request a check via The Disclosure and Barring Service (DBS) for roles that require contact with children, young people and vulnerable adults and these must be obtained prior to commencing employment with the charity.

Name	**Date**

Last Update: Sept 2020.