



Bicton Heath, Shrewsbury, SY3 8HS

Re : Social Worker Team Leader

This application pack contains the following information regarding the above-mentioned post:

- 1. Job Description and Person Specification**
- 2. Information to Candidates**
- 3. Equal Opportunities Monitoring Form**

Having read the enclosed information, your completed application form should be returned to the **HR Department** at the address above, to arrive no later than **11th February 2022**.

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Lewis
HR Manager

Severn Hospice

Social Worker Team Leader

INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

3. DISCLOSURE

Child and Adult Enhanced

4. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of 6 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

5. SALARY

The salary for this post is **£34,057 – £44,903 per annum depending on experience**

Salaries are paid monthly by credit transfer to a bank or building society account.

6. HOURS OF WORK

37 ½ hours per week

7. HOLIDAY

Full time holiday entitlement is 262 ½ hours holiday per year (including public holidays).

8. NOTICE

During your probationary service the period of notice to terminate your employment is one week by either party.

9. COVID

Full COVID vaccination proof (in line with latest government guidance) is a contractual requirement for your position within the Hospice"

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

EQUALITY AND DIVERSITY MONITORING FORM

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

Please can you complete the form and mark the box with an 'x', where applicable. Please place in a sealed envelope separate to our application form.

First Name:		Surname:	
Date of Birth:		Position applied for:	

Are you married or in a civil partnership?

Yes		No		Prefer not to say	
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ETHNICITY

White	British	
	Irish	
	Gypsy or Irish Traveller	
	Any other White background (please specify)	
Mixed/ Multiple Ethnic Groups	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other Mixed/multiple ethnic background (please specify)	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Any other Asian background (please specify)	
Black/African/Caribbean/Black British	African	
	Caribbean	
	Any other Black background (please specify)	
Other Ethnic Groups	Arab	
	Japanese	
	Any other ethnic group (please specify)	
Prefer not to say		

AGE

Under 16		35-39		55-59	
16-24		40-44		60-64	
25-29		45-49		65+	
30-34		50-54		Prefer not to	

RELIGION AND BELIEF

Buddhist		Jewish	
Christian		Sikh	
Hindu		No religion or belief	
Muslim		Prefer not to say	

GENDER

Male		Female		Transgender		
					Prefer not to say	

SEXUAL ORIENTATION

Heterosexual		Lesbian		Gay		Bisexual			
								Prefer not to say	

DISABILITY

A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

Physical Impairment	Yes		No		Prefer not to say	
Mental Impairment	Yes		No		Prefer not to say	

DECLARATION

The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

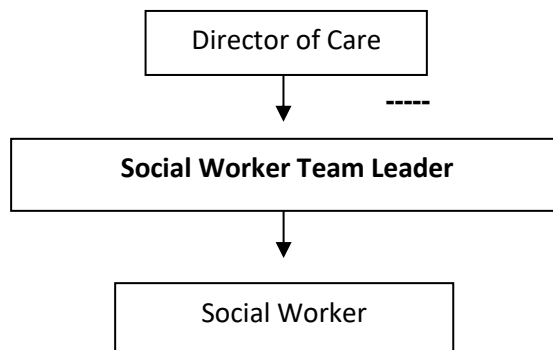
I agree to the use of my personal information as explained above

Signature:	Date:
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Job Description

Post Title:	<i>Social Worker Team Leader</i>
Reports to	Director of Care
Purpose of the post:	The Social Workers are part of a multidisciplinary team providing care to individuals who are terminally ill, the people caring for them, their families and supporters and those subsequently bereaved.

Organisation Position



Key Responsibilities

Managerial Duties

- To be responsible for the day to day management of the Social Work team effectively motivating, and directing team members to ensure that time and resources are managed through effective teamwork.
- To lead by example.
- To ensure that all HR policies, procedures and guidelines are adhered to and to take appropriate action if necessary.
- Ensure the effective management of the Social Work team including specific induction, recruitment and selection, deployment, training, performance management , sickness/ absence and appraisals. Undertake disciplinary and grievance investigations as requested, presenting to more senior manager as necessary.

Other Duties

- To respond to the emotional, psychological and social needs of individuals and families who use hospice services and identify those people involved who may require extra support. To assess referrals and offer advice about alternatives where appropriate.
- Offering intervention to work with these needs through:-

- Specialist assessment
 - Crisis management: to team, including volunteers or in any setting in the hospice, e.g wards
 - Support for patients and families in identifying changing care needs and accessing the services able to meet the needs, both practical and financial.
 - The use of counselling and therapy skills with individuals, with recognised qualifications and expertise
 - Group work – initiating range of ways of working with user groups, based on research and response to user demand. Conducting pilots and reporting results to the Team Leader. Managing the responses if groups have to close, or be suspended.
 - Family work –engaging with all age groups affected by illness within our user groups; using specialist skills to manage complex situations, in the community as well as within the hospice.
 - Advocacy
 - Participation in the MDT. Taking a lead in MDM on social and psychological considerations, as well as wider service issues such as how local services are operating. Advising about issues of safeguarding, mental capacity and best interests.
- Providing appropriate bereavement care to individuals and groups. Being responsible for the running of all bereavement groups provided, from responding to requests to join, to the supervision of the volunteers involved, ensuring enough staff are always available at each session and all participants feel safe and supported in what is often a challenging environment. Assessing, in the moment, the best way to meet a variety of presenting needs
 - Participation in our specific children’s service called ‘ Elephants Never Forget’. Directing and planning the activities undertaken as part of this service, including health and safety issues arising from the use of other venues, including outdoor activities, safeguarding issues, and social concerns such as accessibility based on location and cost. Innovating and developing a service based on evidence based research, taking into account resource implications for the hospice, identifying the best use of limited resources and alternatives within the community.
 - Acting as a source of advice and expertise to outside agencies such as schools, GP practices, hospital services and other agencies. Signposting enquirers to national services and resources, ordering and maintaining resources for use within the hospice. Providing training and mentoring if appropriate.
 - Acting as a resource to staff informally and formally through clinical supervision. Undertaking clinical supervision with a range of staff
 - Liaison with statutory and voluntary agencies to achieve agreed goals, e.g. discharge planning, welfare rights, specialist support. Acting as a link to partner organisations, e.g. Hope House, Social care sector, CPAG.
 - Generating information and expertise of local and national resources for the benefit of the Team and Hospice users.
 - Teaching within the Hospice and without on social care issues and psycho-social aspects of palliative care. Developing bespoke training packages either for in-house education or to the wider community, e.g. within the nursing home sector, and to retail and reception staff within the hospice. Teaching on the advanced Essential Elements course, delivering Mandatory training to all staff.
 - Through training and supervision of volunteers in bereavement work. Devising and delivering a training scheme for volunteers. Leading sessions and mentoring newer staff to contribute to the teaching. Assessing and interviewing participants, mentoring new volunteers and running supervision groups, again whilst training newer social workers in these roles. Acting as a mentor to any volunteer working

for the team, as required. Organising and running on-going training events for the whole bereavement service volunteer group. Leading the review process of the Strollers group and planning and implementing its future direction.

- Knowledge of legislation relevant to the role: Safeguarding of adults and children, MCA, DOLS and Carer's Act, to act as a resource for colleagues.
- An ability to promote the Social Work role clearly as the growth and development of the Hospice demands. Negotiating with senior staff on wards, day units and community services to use the social work service as efficiently and economically as possible in the face of competing interests and demands, through innovation, compromise and dialogue.
- Maintaining confidential records, in accordance with hospice policies and procedures
- Support initiatives both hospice wide, and specific to departments to manage aspects of existing services and developments to increase good practice.
- To supervise students, to provide supervisees across the hospice with information about the social work role, and offer appropriate opportunities for direct learning.

Additional Requirements

- You must have either CQSW, CSS, Dip SW or Social work degree. You must be registered with the Health Care Professional Council.
- An enhanced DBS is required for this role.
- Promote and incorporate equality and diversity in all aspects of the team's operations and in the public domain

The above job description is a summary of the main responsibilities of the postholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

Supplementary Information and Requirements

All new Hospice employees are on a six-month probationary period.

Health and Safety

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Appraisal

All employees are required to participate in the Hospice's appraisal process (permanent contracts only)

Person Specification

	Essential	Desirable
<p>Qualifications / Training</p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>Degree</p> <p>CQSW / DIP SW</p>	<p>Counselling</p> <p>Palliative care</p> <p>Supervision experience</p> <p>Practice teacher</p>
<p>Experience</p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Post qualification experience in statutory services</p> <p>People management experience</p>	<p>5 years post qualification experience</p> <p>Work in health-related field</p>
<p>Skills & Knowledge</p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>	<p>Assessment / analysis</p> <p>Decision making</p> <p>Issues around loss</p> <p>Familiarity with mixed age groups</p> <p>Computer literate</p> <p>Ability to work under pressure</p>	<p>Experience of volunteers group work</p> <p>Teaching / training</p> <p>Knowledge of multi-disciplinary work</p>
<p>Aptitudes & Attributes Required</p>	<p>Sensitive</p> <p>Enthusiastic about learning new skills / initiative</p> <p>Interested in self development</p> <p>Able to work as part of a team and independently</p> <p>Ability to work in stressful circumstances</p>	<p>Organised</p> <p>Flexible</p> <p>Innovative and creative</p>
<p>Other Requirements</p>	<p>Hold driving licence and have a car available for work as needed</p> <p>Prepared to work flexible hours including occasional weekends and out of hours</p> <p>Willingness to undergo further training as required</p> <p>Prepared to work anywhere in catchment area (Shropshire, Telford & Wrekin, Mid Wales)</p> <p>As required</p> <p>Willingness to undertake home visits</p> <p>To attend regular in house training</p> <p>Enhanced CRB disclosure</p>	