



Job Specification

Specialist Palliative Care Social Worker

Job Profile

14 March 2018

1. JOB DETAILS	
Job Title:	Specialist Palliative Care Social Worker
Grade/Salary:	Band 6 (£26,565 - £35,577) pro rata, depending on experience
Hours:	22.5 hours per week
Department:	Social Work
Base:	Great Oaks Dean Forest Hospice
Reports to:	Head of Social Work Department

2. JOB PURPOSE
<p>Great Oaks Dean Forest Hospice is a voluntary organisation that seeks to provide a range of End of Life Care services, free of charge, for adults in the community living with a life shortening illness and to offer support to their families, carers and friends. The Job Purpose for the Specialist Palliative Care Social Worker:</p> <ul style="list-style-type: none"> • To support and advise patients and their family and carers. • To work as an integral member of the multi-disciplinary team. • To deputise for the Head of Department when required.

3. OVERVIEW OF RESPONSIBILITIES
<p>Within the hospice to:</p> <ul style="list-style-type: none"> • Follow policies and guidelines as per Staff Employees Handbook • Recognise and report limitations of own professional competence/experience • Recognise the need and undertake any training identified via Line Management and/or annual appraisal • Be aware of risk to self and others under Health and Safety Regulations • Verbally report any accident or untoward incident as soon as possible followed by written report • Respect people's personal choices for lifestyle and living arrangements

3.1 MAIN RESPONSIBILITIES
<ul style="list-style-type: none"> • To have full responsibility for managing a caseload, that will include people going through palliative care and bereavement, as agreed by line manger within a framework of supervision • To assess the psychosocial needs of individuals, families and carers (including children and young people) referred to the Specialist Palliative Care Social Work Service • To work as a fully integrated member of the multi-disciplinary team promoting an understanding of the psychological, emotional, social and spiritual needs of individuals and families facing death and bereavement • To provide bereavement support or counselling as required which maybe 1 to 1 sessions or in group work • To be responsible for managing an unpredictable and complex caseload. To be able to work autonomously in prioritising the most appropriate specialist care required • To maintain appropriate records and produce written reports as required by Great oaks Hospice and computer records • To produce relevant statistics and records: to ensure the service is delivered in an appropriate, timely and responsive manner

- To be actively involved in the training and support of volunteer bereavement counsellors and staff

3.2 CUSTOMER SERVICE

- Effectively communicate in order to provide information, as suitable, about the Hospice and the services it offers
- To be actively involved in promoting Great Oaks Hospice service to the community, primary health care teams, community hospitals and other potential patients and referrers
- To maintain an awareness of the charitable status of the organisation and its reliance on donations and fund raising

3.3 SERVICE DEVELOPMENT

- Contribute to the implementation of services by making constructive suggestions as to how services and own/team work can be improved
- Contribute effectively to audit programme
- Attend identified meetings to support various staff within their role
- Actively engage in discussions about development of future services
- Contribute to the implementation of training programmes for new members of the Hospice team

3.4 EQUALITY AND DIVERSITY

- Be aware that all Hospice services are provided within the resources available to adults with life limiting illness wishing to remain at home during their illness within the context of End of Life Care regardless of gender, culture, age, ability
- Challenge behaviour which infringes the rights of others

3.5 MANAGEMENT OF RESOURCES

- Practice within the constraints of budgetary limitations and available resources

3.6 PERSONAL AND PEOPLE DEVELOPMENT

- Undertake mandatory/statutory training as provided by Great Oaks Dean Forest Hospice
- Be responsible for developing own knowledge and skills, through appraisal and personal development plans
- Be involved in providing support and mentorship to volunteers
- Support others in their personal and professional development
- Attend line management/team meetings in support of continuing professional development and resolution of personal reactions to the accumulative emotional nature of the job
- Undertake such duties not listed which are consistent with and pertinent to the role and grade and in line with the professional body of registration

3.7 HEALTH, SAFETY AND SECURITY

- Implement the Health and Safety policies and procedures set out by Great Oaks Dean Forest Hospice
- Carry out risk assessments as required and contribute to the management of risks identified
- Support others in maintaining Health, Safety and Security
- Abide by infection control standards and policies
- Be aware of the accumulative emotional effect on self and others inherent in the nature of working exclusively with those affected by End of Life Care needs and seek support for self when required

4. PERSON SPECIFICATION	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Must be a qualified Social Worker, with current HCPC registration with at least 3 years post qualifying experience as a Social Worker within a multi-disciplinary health/social care context • Access to transport and a clean driving licence 	<ul style="list-style-type: none"> • Qualified in a therapeutic approach such as CBT, Mindfulness, Narrative therapy, Counselling • Recognised degree or diploma in counselling
Experience:	<ul style="list-style-type: none"> • Experience of working with individuals (both children and adults) and families who are facing end of life issues • Experience in processing adult/child safeguarding concerns • Sound working knowledge related to the Mental Capacity Act, key issues in the area of Deprivation of Liberty and best interest care planning and how to balance this with patient choice • Good track record of ongoing professional development • Experience of teaching various audiences in aspects of social care and social work • Experience of taking part in full MDT's 	<ul style="list-style-type: none"> • Experience of working with volunteers • Experience of working in the "not for Profit" sector • Understanding of hospices • Experience of working in a specialist palliative care setting

Knowledge/Attributes:	<ul style="list-style-type: none"> • Good interpersonal skills with ability to motivate and influence individuals and teams • Good written and verbal communications skills with the ability to give written and verbal instruction effectively and with sensitivity • Good organisational skills with the ability to manage tasks simultaneously and to deliver to deadlines • Able to assess situations and defuse conflict situations positively • Excellent IT skills and the willingness to develop the use of technology • Entrepreneurial with the ability to think creatively • Flexible attitude and a positive and outgoing personality • A motivational team builder who recognises potential in people • Able to work on own initiative and respond positively to change • Able to work flexibly and additional hours including evenings and weekends if required 	<ul style="list-style-type: none"> • Project management experience
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5. COMMITMENT TO HEALTH AND SAFETY, CONFIDENTIALITY, EQUAL OPPORTUNITIES & IMPROVING WORKING LIVES
<p>Health & Safety/Security</p> <p>It is the duty of every employee to adhere to the organisation's Health & Safety Policy and work in such a way that accidents to themselves and to others are avoided. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to report an insecure environment as their place of work to their Line Manager or member of the Senior Management Team.</p> <p>Confidentiality</p> <p>In the course of every employee's duties, they may have access to confidential material about patients, members of staff, volunteers or other organisational business.</p> <ul style="list-style-type: none"> • On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, who are concerned directly with the care, diagnosis and/or treatment of the patient. • Similarly, information relating to staff/volunteer records or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority. • Breaches of confidentiality will result in disciplinary action. <p>If in any doubt whatsoever as to the authority of a person or body asking for information of this nature, seek advice from your Line Manager.</p> <p>Equal Opportunities, Respect and Dignity at Work, 'Improving Working Lives'</p>

Great Oaks Dean Forest Hospice is committed to equality of opportunity & diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

Great Oaks Dean Forest Hospice is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day to day working life. All staff are issued with the organisation's handbook for employees and volunteers that sets out its expectations.

Great Oaks Dean Forest Hospice will not tolerate any forms of bullying or harassment in the workplace.

Everyone has a personal responsibility for improving the working lives for self and colleagues.

6. APPRAISAL AND PERSONAL DEVELOPMENT

Great Oaks Dean Forest Hospice is committed to the continued learning and professional development of all staff and has put in place an appraisal and development infrastructure.

7. REVIEW OF JOB DESCRIPTION

This job description outlines current duties and responsibilities; however it is subject to review and amendment in the light of developing or changing services and as part of the annual Individual Performance Review.