

SAINT FRANCIS HOSPICE



JOB DESCRIPTION

JOB TITLE	Social Worker
GRADE	Band 6a
HOURS OF DUTY	Up to 22.5 hours per week
REPORTS TO	Family & Individual Support Services Manager
KEY RELATIONSHIPS	Family & Individual Support Services Manager Family & Individual Team Members and wider MDT
RESPONSIBLE FOR	This role does not have line management responsibility

JOB SUMMARY

To provide high quality palliative social work care (including bereavement support) to people under the care of the hospice, their families and carers.

To provide advice, education and support to the wider multi-professional hospice team in respect of psycho-social issues.

MAIN DUTIES AND RESPONSIBILITIES

- Provide palliative social work care to people under the care of Saint Francis Hospice, their families and their carers
- To support other members of the Family & Individual Support Services team in their roles
- To participate in the hospice's educational programmes
- To contribute to local, regional and national networks and forums for palliative care social work
- To promote the key values of palliative care for people under the care of the hospice, their families and carers, ensuring equitable access to social work, psychological and bereavement services
- To be a **Safeguarding Lead** for the organisation
- To undertake specific Safeguarding training to ensure current legislation is adhered to
- To be a member of the Safeguarding Management team and to ensure updated legislation is shared within the group
- To facilitate and maintain the highest standard of psycho-social support at all times
- To be responsible for co-ordination and facilitation of group work opportunities for people under the care of the hospice, their families and carers
- To be responsible for facilitating and co-ordinating outreach sessions for carers off-site
- To be responsible for providing Carer's Assessments on-site
- To ensure provision of high-level emotional support/counselling is available for people under the care of the hospice, their families and carers

<ul style="list-style-type: none"> • To work collaboratively with the psychotherapist/psychologist in order to provide seamless psychological and psycho-social support to people under the care of the hospice, their families and carers • To have an understanding of the importance of multi-professional team-working and the ability to promote it within the organisation. • To have an understanding and awareness of behaviours and interpersonal skills that are vital to effective team working and practice them at all times. • To ensure that people under the care of the hospice and their carers know how to access the social care, psychology and bereavement services and all Hospice services as appropriate • To be part of the Multi-Disciplinary Team and attend all relevant meetings where required and as necessary • Responsible for the organisation and facilitation of the Carers Drop In sessions • To maintain the highest standards of clinical recording keeping including electronic data entry and recording, report writing in accordance with professional standards and current legislation • To be responsible for providing Supervision/support to other Social Workers within the team as required • To have working knowledge of the service budget and its restrictions • To utilise Restricted Funds as appropriate
COMMUNICATIONS
<ul style="list-style-type: none"> • To liaise with other professionals/external organisations on behalf of the hospice as appropriate • To liaise with the community social care teams and other professionals to provide and improve palliative care for people in the community in order to meet the needs of the person, their families and carers • To liaise with all other services where relevant to ensure that the care needs of the person under the care of the hospice, their families and carers are met • To be involved and provide liaison regarding Hospice Ward discharges • To be responsible for chairing and recording of Family Meetings with the Hospice Ward staff and outside agencies, as appropriate • To contribute to the development of an open, supportive culture that facilitates effective multi-professional team working • Contribute to the development of a system for effective multi-professional meetings and exchange of information • To act as an ambassador for the hospice at functions, as required • To assist in tasks that affect the whole hospice, for example, designing of hospice information leaflets, as required • To represent the Family & Individual Support Services Department as appropriate, both internally and externally • To contribute to local, regional and national networks/forums for Specialist Palliative Care within the Social Work role
EDUCATION
<ul style="list-style-type: none"> • Participate in the hospice in-house educational programmes and the core Induction and training of other professionals and volunteers • Teaching as part of the hospice educational programmes for external and internal participants • To be responsible for facilitation and delivery of effective training sessions for Social Work students undertaking their professional training at local colleges • Act as a resource for members of other hospice and Palliative Care Family & Individual Support teams

- To participate in research, audit and evaluation of the Social Work function of the hospice
- Participate in setting and monitoring of standards within the Family & Individual Support services
- To be responsible for providing and sourcing current financial and services information to people under the care of the hospice, their families and carers

PROFESSIONAL RESPONSIBILITIES

- To take responsibility for own professional and personal development which will be monitored in supervision sessions and in Appraisal
- To maintain current registration with the SW England at all times and to work within the SW England Professional Standards

ADDITIONAL REQUIREMENTS OF POST HOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with people under the care of the hospice, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to people under the care of the hospice, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH AND SAFETY: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This document sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, people under the care of the hospice and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLIANCE/CODE OF CONDUCT:

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.

In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

SAINT FRANCIS HOSPICE

PERSON SPECIFICATION

SOCIAL WORKER

E = ESSENTIAL	D = DESIRABLE	
Demonstrating the Hospice Values – Collaborative, Compassionate, Creative		
Compassionate – We are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.	E	
Collaborative – We value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.	E	
Creative – We are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.	E	
Qualifications & Training		
<input type="checkbox"/> Registered Social Worker	E	
<input type="checkbox"/> Qualification in Social Work. Degree in Social Work, CQSW, DipSW	E	
<input type="checkbox"/> Post Qualifying Award in Social Work (ASYE or PQSW)		D
<input type="checkbox"/> Other qualifications: Dip Counselling		D
Skills/Abilities/Knowledge		
<input type="checkbox"/> Demonstrates ability to work autonomously as well as part of a team	E	
<input type="checkbox"/> Demonstrates effective communication skills with: <ul style="list-style-type: none"> - Children, young people and families - Adults - Colleagues 	E E E	
<input type="checkbox"/> Has experience of working within a Palliative Care setting		D
<input type="checkbox"/> Ability to promote and facilitate communication within the Multi-Disciplinary Team	E	
<input type="checkbox"/> Has experience of working with bereaved adults		D
<input type="checkbox"/> Has experience of facilitating group work with adults		D
<input type="checkbox"/> Has awareness of current issues within: <ul style="list-style-type: none"> - General Social Work including welfare rights - Palliative Care Social Work 	E	D
<input type="checkbox"/> Willingness to continue to develop own clinical practice	E	
<input type="checkbox"/> Demonstrates insight into own stressors and coping mechanisms	E	
<input type="checkbox"/> Ability to identify areas of practice for development		D
Experience		
<input type="checkbox"/> Demonstrates the ability to teach others		D
<input type="checkbox"/> Experience of team working	E	
<input type="checkbox"/> Experience of working with Multi-Disciplinary Teams	E	

<input type="checkbox"/> Demonstrates ability to provide and receive complex, sensitive or contentious information where persuasive, motivational, restorative, training, empathy skills required	E	
<input type="checkbox"/> Demonstrates ability to provide Supervision where required	E	
Other Requirements		
<input type="checkbox"/> Excellent written and verbal communication skills	E	
<input type="checkbox"/> The post holder will be required to travel throughout an operational area. Where this is undertaken by car, the post holder must hold a current, valid driving licence with insurance cover for business purposes.	E	

I confirm that I have read the Job Description/Person Specification, and the duties contained therein and accept the conditions of this role.

NAME:

SIGNATURE:

DATE: