

## Job description

**Job title:** Social Worker/Occupational Therapist/ Assessment and Support Practitioner (Adults)

**Grade:** Grade 9 (Level 1) / Grade 10 (Level 2) / Grade 11 (Level 3) +1LMI

**Job evaluation reference:** HS 446a/b/c

**Job family:** Health and Social Work - Adults

### Purpose and impact

The purpose of this role is to ensure that adults in need of support receive tailored, professional, and person-centred services that promote their independence, wellbeing, and safety. By conducting assessments, creating support plans, and undertaking reviews, the postholder will identify needs, manage risks, and ensure that outcomes are achieved through effective use of available resources. Working collaboratively with health, community, and voluntary sectors, the role contributes to integrated care delivery and maximises preventative and recovery-focused services.

The impact of this position lies in safeguarding vulnerable individuals, empowering them to maintain healthier and more independent lives, and ensuring carers are supported. The role also strengthens community capacity, drives effective resource allocation, and ensures compliance with legal and organisational frameworks. Through professional expertise, the postholder will address complex cases, facilitate multi-agency collaboration, and contribute to the continuous development of services that benefit individuals and communities alike.

### Key responsibilities

1. Conduct professional assessments to identify person-centred outcomes, manage risks, and develop support plans enabling individuals to live independently and healthily.
2. Collaborate with colleagues in health, community, and voluntary sectors to deliver integrated, resource-efficient services.
3. Ensure compliance with organisational policy and statutory responsibilities, including NHS and social care legislation.
4. Safeguard vulnerable individuals, supporting them in managing risks and promoting wellbeing.
5. Support carers in their roles, ensuring their needs are recognised and addressed.
6. Carry out timely reviews of support plans, evidencing the need for continuing support and services.
7. Provide advice and information to help individuals plan for future needs, use services effectively, and maximise prevention and recovery services.
8. Encourage the use of personal budgets and direct payments to promote choice and control for service users.
9. Undertake straightforward financial assessments and provide welfare benefits advice, signposting to specialist services where necessary.



10. Assist in identifying and developing community assets and resources to support healthy communities.
11. Communicate effectively with individuals to set realistic expectations of council-provided support and ensure resources are used effectively.
12. Actively contribute to integrated health and social care delivery, working with health partners and the voluntary sector.
13. Participate in team meetings, local office duty functions, and referral-taking activities.
14. Maintain accurate records on core computer systems and prepare reports for court proceedings when required.
15. Engage in supervision, appraisal, and continuous professional development activities, ensuring evidence of learning and adherence to competency frameworks.
16. Undertake best interest assessments in line with the Mental Capacity Act and other relevant legislation.
17. Operate within financial and budgetary guidelines and contribute to service development projects.

**18. Practitioner Level 1 (Includes ASYE):**

19. Demonstrate professional practice ability and competence at an entry level in line with the competency framework.
20. Undertake assessments and reviews for moderately complex cases, escalating complex cases as needed with support.
21. Conduct financial and moving and handling assessments.
22. Commission support to meet customer outcomes, maximising the use of financial and community resources.
23. Assess for and prescribe appropriate equipment and/or minor/major adaptations in moderately complex situations.
24. Investigate safeguarding enquiries under supervision.
25. Assist with work familiarisation and induction support for other team members or students.

**26. Practitioner Level 2:**

27. Demonstrate professional practice ability and competence at an advanced practitioner level in line with the competency framework.
28. Take responsibility for moderately complex and complex caseloads, exercising professional judgement and discretion.
29. Investigate safeguarding enquiries independently.
30. Chair review meetings and act as a specialist lead in joint case management meetings.
31. Assess for, provide advice on, and prescribe appropriate equipment and/or minor/major adaptations in increasingly complex situations.

**32. Experienced Practitioner Level 3:**

33. Demonstrate highly developed professional practice ability, detailed knowledge, and skills at an experienced practitioner level in line with the competency framework.
34. Manage complex caseloads, exercising professional autonomy and judgement to address high levels of conflict and risk.
35. Act as a lead investigator in safeguarding investigations.
36. Chair safeguarding review meetings and complex multi-agency risk management meetings.



37. Undertake high-level assessment work, including Mental Capacity Act assessments, complex Best Interest Assessments, and court of protection work.
38. Supervise and support OT students or ASYE, providing day-to-day direction and practice supervision.
39. Act as a practice educator/supervisor and provide specialist training as required.
40. Assist the Area Practice Manager in co-ordinating team resources and delegating casework.
41. Deputise for the Area Practice Manager as appropriate.
42. Act as a knowledge resource for other staff in specialist areas, such as carers' support or the Mental Health Act.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Supervision and management

At all levels to assist with work familiarisation and induction support to other team members or students.

At experienced practitioner level, the post holder will have some responsibility to provide advice and guidance, day to direction and practice support to colleagues, but this will fall short of line management. Specific experienced practitioners may also be required to act as qualified Practice Educators providing practice education to social work students.

## Other factors

### Resources

The role occasionally involves demonstrating equipment to customers, typically of small or medium value. The postholder is also responsible for the secure use and safekeeping of data, though full system accountability is not required.

### Working Environment

The role is primarily office-based but requires travel across localities to meet service demands. This includes working within the community, hospitals, and prison settings, often in collaboration with partner organisations and diverse customer groups. Lone working is a requirement of the role, with a potential risk of encountering verbal or physical abuse.

### Progression in Post

Progression between levels is contingent on the assessment of demonstrated competence against the competency framework and the organisation's need for higher-level responsibilities within the service.

## Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. Full details can be found on our website.



**Dorset**  
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# Person specification

Applicants will be shortlisted based on demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

| <b>Qualifications / training / registrations</b>                                                                                                                                                                                                                                                  |  | <b>Assessed through:</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| Required by law, and/or essential to the performance of the role                                                                                                                                                                                                                                  |  |                          |
| 1. Degree or equivalent in relevant social care or health profession (e.g. DipSW, Dip OT, Dip SCM; CQSW)                                                                                                                                                                                          |  | Application              |
| 2. Current HCPC registration (for Occupational Therapist roles) or registration with Social Work England (for Social Workers)                                                                                                                                                                     |  | Application              |
| <b>Experience</b>                                                                                                                                                                                                                                                                                 |  |                          |
| 3. Experience of working within limited resources and applying best value principles ensuring best use of financial and community resources                                                                                                                                                       |  | Interview Assessment     |
| 4. Some experience of undertaking assessment; support planning and development and review of person-centred outcomes.                                                                                                                                                                             |  | Interview Assessment     |
| <b>Practitioner Level - (Level 2)</b>                                                                                                                                                                                                                                                             |  |                          |
| 5. In addition to the above, demonstrable experience of undertaking effective assessment, support planning and development and review of person-centred outcomes.                                                                                                                                 |  | Interview Assessment     |
| 6. Experience of exercising of professional judgement, decision making, and the management of risk with a degree of autonomy in moderately complex situations e.g undertaking best interest assessments; acting as a safeguarding investigator; complex moving and handling assessment (OT).      |  | Interview Assessment     |
| 7. Experience of team working and effective collaborative multi-agency working                                                                                                                                                                                                                    |  | Interview Assessment     |
| <b>Experienced Practitioner Level - (Level 3)</b>                                                                                                                                                                                                                                                 |  |                          |
| 8. In addition to the above, demonstrable experience of exercising professional autonomy and effective decision making applying a high level of practice ability in effective assessment, development of person-centred outcomes a, support planning and review in a wide range of complex cases. |  | Interview Assessment     |
| 9. Experience of leading work within a multi-disciplinary setting e.g. chairing meetings, undertaking service development work, training and development of staff.                                                                                                                                |  | Interview Assessment     |
| <b>Skills, abilities &amp; knowledge</b>                                                                                                                                                                                                                                                          |  |                          |
| 10. Evidence based decision-making and risk management skills                                                                                                                                                                                                                                     |  | Interview Assessment     |
| 11. High level of written and oral communication skills                                                                                                                                                                                                                                           |  | Interview Assessment     |
| 12. Negotiation and advocacy skills                                                                                                                                                                                                                                                               |  | Interview Assessment     |
| 13. High level of interpersonal skills                                                                                                                                                                                                                                                            |  | Interview Assessment     |
| 14. Ability to consult appropriately, operate within a team structure and contribute to team development                                                                                                                                                                                          |  | Interview Assessment     |
| 15. Demonstrable record keeping skills                                                                                                                                                                                                                                                            |  | Interview Assessment     |
| 16. Computer literacy                                                                                                                                                                                                                                                                             |  | Interview Assessment     |



|                                                            |                      |
|------------------------------------------------------------|----------------------|
| 17. Ability to fulfil the travel requirements of the post. | Application          |
| <b>Our values</b>                                          |                      |
| 18. Respect                                                | Interview Assessment |
| 19. Together                                               | Interview Assessment |
| 20. Accountability                                         | Interview Assessment |
| 21. Openness                                               | Interview Assessment |
| 22. Curiosity                                              | Interview Assessment |

## Desirable

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

| <b>Qualifications / training / registrations</b> | <b>Assessed through:</b> |
|--------------------------------------------------|--------------------------|
| 23. Qualified Practice Educator                  | Application              |

| <b>Approval</b> |  |      |              |
|-----------------|--|------|--------------|
| Manager         |  | Date | January 2025 |

