



Job description

Post:	Social Worker		
Department:	Hospice at Home		
Reports to:	Locality Lead / Professional Lead Social Worker		
Social Workers work within the Hospice's Multi - Disciplinary Team (MDT). Social workers work with patients and families on the In-patient Unit, Day Service and in the Community.			
Signature:		Date:	

Our values and behaviours

Our Values are summarised by the acronym **I CARE**. They support our vision, mission and culture, reflecting who we are together and as individuals.

I CARE	
Integrity	<ul style="list-style-type: none"> • We are honest and open • We are trustworthy and authentic in our dealings with others • We always try to do the right thing
Compassion	<ul style="list-style-type: none"> • We are kind, supportive and caring • We have empathy and listen to those around us • We are warm and positive in our interactions
Accountability	<ul style="list-style-type: none"> • We work together to make the Hospice's vision a reality • We take responsibility for our work, performance and behavior • We acknowledge and learn from our mistakes
Respect	<ul style="list-style-type: none"> • We are inclusive, we value difference and work together effectively • We are sensitive to the thoughts, feelings and opinions of others • We treat everybody with dignity
Excellence	<ul style="list-style-type: none"> • We aim to be our best • We are forward-thinking and open to change • We share our skills, expertise and learning, striving for excellence together

1. Main Responsibilities:

- 1.1. Provide a Social Work Service
- 1.2. Take referrals from the multi-disciplinary team concerning psychological, emotional and social problems of Hospice patients.
- 1.3. Make accurate assessments of client and family problems with full understanding of available resources. Formulate plans to assist patients and their families in conjunction with the multi-disciplinary team.
- 1.4. Participate in In-Patient Unit rounds and multi-disciplinary meetings as required, and provide the multi-disciplinary team with an understanding of the psychological, emotional and social problems of individuals and families under severe stress or in crisis.
- 1.5. Liaise between the Hospice, Local Authority, local CCGs and other community agencies for the benefit of terminally ill patients and their relatives, to assist with discharge from the Hospice and/or ensure appropriate care in the community.
- 1.6. Work directly with patients and their families in the community and In-Patient Unit, using individual, group or family focused techniques, involving other members of the multi-disciplinary team as appropriate.
- 1.7. Access to community-based services that relate to people who dying, their families and the bereaved.

2. Contribute to the management of the service

- 2.1. Supervise the work of more junior colleagues and students
- 2.2. Effectively manage a caseload of clients, in collaboration with team colleagues.
- 2.3. Maintain accurate and up to date records of activity, in accordance with Hospice systems and procedures.
- 2.4. Contribute to and where appropriate lead the development of policies, procedures and protocols.

3. Education and Professional Development

- 3.1. Contribute to the design, delivery and evaluation of programmes for the teaching and training of staff, volunteers and outside agencies, and participate in the multi-disciplinary programmes provided by the Hospice.
- 3.2. Participate in the education and training of social work students, including contributing to the provision of practice placements for student social workers.
- 3.3. Keep up to date in relation to professional knowledge, awareness and attitudes to palliative care and bereavement services, including research findings and leading edge practice
- 3.4. Maintain registration with the Health Care Professions Council and work to the standards of professional conduct and practice required.
- 3.5. Maintain individual membership of the Association of Palliative Care Social Workers and participate in the Association's regional meetings.
- 3.6. Attend team and wider staff meetings as required and participate in regular supervision.

4. Research and audit

- 4.1. Participate in the clinical audit and research activities of the Hospice

5. Other Responsibilities

- 5.1. Contribute to the aims and objectives of the team and the wider Hospice.
- 5.2. To undertake any other such duties or general tasks and hours of work as may reasonably be required and to work in other locations within the hospice organisation.
- 5.3. Lead by example, exemplifying the Hospice values and behaviours – Integrity, Compassion, Accountability, Respect, Excellence.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

This job description will be reviewed and amended in the light of changing professional demands.



Personal specification

Post:	Social Worker
Department:	Hospice at Home

Qualifications and Training

- Recognised qualification in Social Work .e.g. BA, BSc, MA in Social Work, Diploma in Social Work, Certificate of Qualification in Social Work
- Current registration with relevant Health Care Professions Council

Desirable:

- Certificate/diploma/professional registration in Counselling or Psychotherapy
- Post Qualifying Award(s) in Social Work
- Teaching or Practice Education qualifications
- Masters degree in a relevant discipline

Work background and experience

- Relevant experience, (preferably post qualification) including: working in a public sector setting with responsibility for the delivery of statutory social work services, e.g. local authority or hospital, preferably as a qualified social worker
- working with people who are facing loss
- working as a member of a multi-disciplinary team
- Experience of working within a voluntary service and supervising the practice of volunteers
- Experience of working with people who are terminally ill and/or people facing bereavement
- Experience of service evaluation

Particular skills and aptitudes

- Able to work with adults and children of all ages
- Able to teach and to facilitate the practice development of volunteers, students and professional colleagues
- Working knowledge and competence in word processing, basic spreadsheets, databases and Power Point
- Able to travel independently
- Valid full driving licence and use of a car
- Counselling and/or therapy skills
- Experience of providing clinical supervision
- Experience of facilitating reflective practice

Specialist knowledge

- An understanding of the principles of palliative care

Personal qualities and other requirements

- Well-developed interpersonal and communication skills
- Established self-care and management skills
- Commitment to provision of a culturally sensitive service
- Flexibility and willingness to learn
- Awareness of, and commitment to the Mission, Vision and Values of the Hospice.