

## PILGRIMS HOSPICES – JOB DESCRIPTION

### Social Worker

#### MAIN PURPOSE AND SCOPE OF THE JOB:

The principal responsibility of the Palliative Care Social Worker, who is a member of the Hospice Multi-Disciplinary Team (MDT), is the social, psychological and practical aspects of patient and family care, in respect of all patients under the care of the hospice both in the hospice and in community settings. It is essential that the Palliative Care Social Worker develops a close working relationship with the Hospice Psychosocial & Wellbeing Team and with the wider Multi-Disciplinary Team. There may be a requirement to provide cover for the Social Work Team across all three hospice sites.

---

#### POSITION IN ORGANISATION

**Reports to:** Lead Social Worker

**Line Manager for:** None

#### DUTIES AND KEY RESPONSIBILITIES

##### A Patient / Family Support

- Complete holistic assessment of family circumstances, social and emotional issues relating to patients, families and carers, providing focussed input to address complex psychosocial needs
- Co-ordinate and facilitate arrangements and assessments for patients' discharge plans and care needs as appropriate, including Continuing Care and Local Authority assessments where required
- Support patients and their families regarding welfare right entitlements. Provide advocacy and support in complex circumstances and referral to specialist welfare benefit services as appropriate
- Provide support to families with the adjustment needs of children and when necessary the planning of their future care in collaboration with external agencies such as Local Authority Children's Services and specialist children's support services
- Coordinate and facilitate carers support services, undertaking carer needs assessment and bereavement risk assessment where required
- Provide individual and group bereavement support where required in collaboration with wider psychosocial team
- Keep up to date records in compliance with GDPR legislation and in support of organisational Quality & Governance reporting
- Keep up-to-date with changes in relevant health & social care policy/legislation/ guidance and contribute to development of practice and processes in response to changes

##### B Multi-Disciplinary Working

- Work collaboratively with MD colleagues towards meeting the psychosocial and future care planning needs of the patients, families and carers in the context of palliative care
- Provide support and guidance to the MDT with regard to Safeguarding and Mental Capacity Act including Best Interest Decision Making and DoLS
- Participate fully in MDT meetings contributing to discussions regarding the social and psychological needs of patients/carers/bereaved

- Contribute to the induction of MDT colleagues and provide shadowing opportunities to colleagues from other agencies
- Participate in the teaching activities of the Hospice in collaboration with the Hospice Education Department
- At the discretion of the Lead Social Worker support social work student placements and supervision in collaboration and within the requirements of local training providers and any trained practice educators within Pilgrims

## **C Other**

- Social Workers will adhere to the appropriate professional code of practice
- Social Workers will receive regular six-weekly professional supervision
- The post holder will assist the organisation to maintain its services as detailed in the Statement of Purpose
- Assist with the development of hospice philosophy and play a part in further developments in the work of the Pilgrims Hospices, research initiative and service evaluations
- Interface with the acute and primary psychosocial areas of care
- Maintain their CPD in line with registration requirements and keep up to date with Statutory and Mandatory training requirements

## **GENERAL RESPONSIBILITIES**

### **Corporate Governance –**

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

### **Health and Safety –**

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

### **Data Protection –**

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

### **Code of Conduct –**

The post holder is required to observe the following principles:

- Make the care and safety of patients his/her first concern and act to protect them from risk
- Respect the public, patients, relative, carers, staff and partners
- Be honest and act with integrity
- Accept responsibility for his/her own work and the performance of the people the post holder manages

- Show commitment to working as a team by working effectively with team members and the wider community
- Take responsibility for own learning and development
- In all actions undertaken have regard for the hospices reputation

**Flexibility –**

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

*This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.*

**Date Written:                      October 2020**

## PILGRIMS HOSPICES – PERSON SPECIFICATION

### Social Worker

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential?
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in multidisciplinary team working or the ability to adapt to multidisciplinary team and collaborative working</li> <li>• Previous palliative care experience</li> <li>• Group work experience</li> <li>• Experience of working with inter-generational families to assess and support a variety of needs that may be conflicting</li> <li>• Experience in supporting bereavement and multiple losses</li> </ul>	   ✓  ✓  ✓  ✓	   ✓  ✓  ✓  ✓	   ✓  Desirable Desirable   ✓
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills with both service users and colleagues from internal/external services</li> <li>• Ability to facilitate and mediate difficult and emotional conversations</li> <li>• Confidence to professionally challenge and advocate for patients and families</li> <li>• Ability to be creative to promote best outcomes for individuals</li> </ul>	 ✓   ✓   ✓   ✓	 ✓   ✓   ✓   ✓	 ✓   ✓   ✓   ✓
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of health &amp; social care legislation including Safeguarding guidance and procedures</li> <li>• Knowledge of relevant theories and evidence base to inform and support best practice</li> <li>• An understanding of hospice and palliative care philosophy</li> </ul>	   ✓   ✓	   ✓   ✓	   ✓   ✓

	<ul style="list-style-type: none"> <li>• Knowledge and understanding of equality &amp; diversity, anti-discriminatory and anti-oppressive practice</li> </ul>	✓	✓	✓
		✓	✓	✓
<b>QUALIFICATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• Appropriate qualification, e.g. CQSW or Dip.SW, Social Work degree</li> <li>• Registration with SWE</li> </ul>	✓		✓
		✓		✓
<b>OTHER REQUIRE-MENTS</b>	<ul style="list-style-type: none"> <li>• Access to a car and a clean driving licence</li> </ul>	✓		✓

**Date Written:           October 2020**