

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

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| Job Title: | Social Care Worker | JEID | SW01B |
| Salary Grade: | Grade H | | |
| Team: | Reablement | | |
| Service Area: | Reablement | | |
| Primary Location: | North/ South Warwickshire | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Intregrated Care | | |
| Responsible for: | Intregrated Care | | |

Role Purpose

The Reablement Service is an integrated service. The Service enables customers to remain as independent as possible for as long as possible with the focus on promoting independence. It aims to do this by supporting people to continue living at home, preventing admissions into hospital or residential settings, and facilitating timely discharges.

An exciting opportunity has arisen to join the Reablement Service as a Social Care Practitioner, the role is county wide. The aim of the role is to assess customers within their own home, following their therapy led package of care provided by the Reablement Team. The service promotes a holistic approach whereby multi-professional skills are adopted prompting customer choice and control.

Social Care Practitioners will assess customers aged 18 years and over who present with any functional difficulty, whether that be cognitive, physical, environmental or psychological.

The post is a county wide, albiet you will have a base either North or South and as such moslty work within that geografaical area however, there may be expectations when you do need to support Reablement Service County wide, during busy periods. There may also be occasions when the role requires you to support the Hospital Teams, again during busy periods, full support will be provided.

The team also supports the Moving on Bed Serivce [MOB]. There are 2 types of MOB resources Residntial settings and Extra Care Housing [ECH]. These are services to support hospital discharges for a 6 week period for a further period of assessment away from an acute setting and the role requires an assessment of the cusromers needs to support a transfer either back home or to another suitalbe enviroment.

Role Responsibilities

- (a) To work as part of a team within the Reablement Service, to assess clients within their own home, residential setting or Extra Care Housing to develop a care plan to meet their identified outcomes.
- (b) To work / refer with other agencies to ensure the clients identified needs/outcomes are best met with appropriate services.
- (c) To liaise and at times complete joint visits with a variety of agents such as therapists, housing officers, physiotherapists to ensure effective communication and the clients identified needs are best met
- (d) To co-ordinate the provision of services, ensuring that these are responsive to the clients needs and that s/he is able to access and make constructive use of them.
- (e) To undertake ongoing reviews of the service provision once the Reablement service, MOB ECH has ended. You will need to work alongside partner agencies when completing reviews
- (f) To keep a written record of involvement with the client and ensure information is shared accordingly to ensure the client's needs/outcomes and risks are best managed.
- (g) To advocate for the clients views but balance this with their best interests.
- (i) To work within the legal frameworks and Warwickshire County Councils policy's to ensure all clients' needs are safe guarded.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

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| Job Role: | Social Care Worker – Level 1b |
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Main Tasks

- Contributes to the social care service received by individuals, families and groups by undertaking straightforward case work including assessment and support planning and/or designated tasks on more complex cases, in an anti-discriminatory manner.
- Provides a flexible range of support to individuals and their families to help to prevent crises and family breakdown and promote independence/rehabilitation.
- Practices accountably, within the prevailing legislative framework and Council policies and procedures, under the supervision of the line manager.
- May undertake some professional worker tasks, with appropriate supervision and support, in preparation for future professional training if appropriate.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate for straightforward cases or contributes to these activities in more complex cases.
- Assists accountable case holders in ongoing adult protection/child protection cases, with close supervision, attending planning meetings, case conferences and reviews as required.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs where appropriate or assists a professionally qualified worker to do this where this is more suitable.

- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Ensures that all recording of social care activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager.
- Can be available to work within any of the Council's localities.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

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| Good literacy and numeracy skills | A, I, T |
| To be able to independently interpret and analyse information and facts to solve varied problems | A, I, T |
| The ability to demonstrate caring skills to meet the welfare needs of our clients, some of whom will have particularly demanding needs and to be able to advise and guide our clients to enable them to solve particular problems | A, I, T |
| To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with clients and carers | A, I, T |
| To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision | A, I, T |
| The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands | A, I |
| The ability and experience to cope with significant emotional demands, caused by contact with clients who are seriously disadvantaged in some way | A, I |
| Ability to work well with colleagues, including managers, as a member of a team | A, I |
| Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary. | A, I, D |
| To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills | A, I |
| Ability to communicate fluently, in writing and verbally, with a wide range of people | A, I |
| Satisfactory check through the Disclosure and Barring Service | D |

Desirable Criteria

Assessed By:

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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

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| <input type="checkbox"/> Provision of personal care on a regular basis | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> Restricted postural change – prolonged sitting |
| <input checked="" type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Manual cleaning/ domestic duties |
| <input type="checkbox"/> Working on/ or near a road | <input type="checkbox"/> Regular work outdoors |
| <input type="checkbox"/> Significant use of computers (display screen equipment) | <input type="checkbox"/> Work with vulnerable children or vulnerable adults |
| <input type="checkbox"/> Undertaking repetitive tasks | <input type="checkbox"/> Working with challenging behaviours |
| <input type="checkbox"/> Continual telephone use (call centres) | <input type="checkbox"/> Regular work with skin irritants/ allergens |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work with vibrating tools/ machinery |

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| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Work with waste, refuse |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids | <input type="checkbox"/> Face-to-face contact with members of the public |
| <input type="checkbox"/> Other (please specify): | |