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

Job Title:	Social Care Practitioner	JEID	SW01B
Salary Grade:	H		
Team:	Physical Disability and Sensory Service		
Service Area:	People Group		
Primary Location:	County Wide		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	N/A		

Role Purpose

To contribute to the work of the Physical Disability & Sensory Service.

Joining a busy social work team, you will be providing a social work practitioner service to a professional standard.

Managing a caseload and travelling throughout Warwickshire you will be working with adults, their families and unpaid carers.

Undertaking and recording Care Act compliant assessments and care and support plans will also be part of your role.

Communicating with a wide variety of customers, communities, partners and agencies, as well as working on your own initiate; often in pressured situations.

You will also be expected to support the Team's office cover work

Role Responsibilities

To be successful in this role, it is important that you have had experience in working with adults and preferably in a social care capacity where you have delivered care to vulnerable adults.

It is also important that you have good analytical and good communication skills both written and verbal.

Also that you can work on your own initiative as well as collaboratively with individuals, families, carers, communities, colleagues and other agencies.

You must have the ability to work to tight deadlines often under pressure; whilst maintaining your professionalism and emotional resilience at all times.

You must also have good information technology (IT) skills.

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

Job Role:	Social Care Worker – Level 1b

Main Tasks

1. To undertake assessments with the customer and/or carer.

2. To work with customers, their carers, family, and other appropriate people, to obtain relevant information for the purpose of assessing the individual's needs, determining outcomes, and taking into account the person's race, gender and background.

3. To develop and maintain an up to date knowledge and understanding of eligibility criteria, and ensure that customer's circumstances are matched against these criteria, under the support and guidance of the supervisor where appropriate.

4. To develop and maintain a knowledge, understanding and links with service providers in order to identify the best options available to meet individual assessed needs and outcomes.

5. To ensure all options are explored to meet customer/carer needs and ensuring an strength based approach which incorporates best value and a creative approach to meet eligible needs and assessed outcomes.

6. To liaise with all interested agencies to ensure that service provision remains appropriate to the needs of the individual, taking into account the person's race, gender and background.

7. To be responsible for advising your line manager of any changes in circumstances or needs of the individual.

8. To arrange to formally monitor/review cases as required by Departmental procedures.

9. To participate in multi-disciplinary/agency working as and when appropriate

10. To maintain confidentiality in all aspects of work on behalf of the Department.

11. To undertake the above in accordance with Statutory legislation and Department Policies and procedures.

12. To complete and maintain accurate records using the departments database respecting customer confidentiality.

13. To be accountable to the Team Leader and to participate in regular supervision, training and team meetings.

14. To carry out any duties that the County Council shall from time to time determine, as required.

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:
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	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 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
Ability to work well with colleagues, including managers, as a member of a team	A, I

The ability to work professionally and flexibly with members of your team and the wider organisation	A, I
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A, I, D
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I
Non-disabled applicants must be able to drive, have a full, valid driving licence and have a vehicle available for work. Disabled applicants must be able to drive in order to perform the functions of the role (with assistance where necessary)	A, I, D
Satisfactory check through the Disclosure and Barring Service	D

Desirable Criteria

	Assessed By:
Experience of using social care record system such as Mosaic	
Experience of working with a range of service providers to improve the quality of service provision for customers	

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.	
☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☒ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☒ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☒ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	