

# 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:	Personal Advisor	JEID	SW01B
Salary Grade:	Grade H		
Team:	Asylum & Leaving Care Team		
Service Area:	Safeguarding, People Group		
Primary Location:	Myton Park, Myton Road, Warwick & Portland House, Nuneaton – covering across the county		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:	-		

#### Role Purpose

The Asylum and Leaving Care team is a centralised service offering support to care experienced young people from the age of 16 – 25 years. You will be part of a team working with young people who have been Looked After by the local authority and support them as they move into independence. This requires developing positive relationships with young people from 16 years of age until the age of 25.

We are looking for staff that are happy to work in new and flexible ways, with a focus on providing excellent service.

#### Role Responsibilities

- (a) To provide advice and support (including practical help to prepare young people for successful independent living).
- (b) To update the assessment of young people's needs and make suggestions about their pathway planning. Arranging Pathway plan reviews with advance Practitioners within timescales.
- (c) To liaise with the responsible authority and develop constructive professional relationships with a range of relevant services
- (d) To co-ordinate the provision of services, ensuring that these are responsive to the young person's needs and that s/he is able to access and make constructive use of them.
- (e) To remain informed about the young person's progress and to keep in touch with them at no less than every two months; more when required

- (f) To keep an accurate written record of involvement with the young person and contact with other agencies. This record will monitor the effectiveness of services to prepare young people for adult life.
- (g) To advocate for a young person's views but balance this with their best interests.

## 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

- 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
- Provide a flexible range of support to care providers, individuals and their families to help to prevent crises and promote independence
- Practice 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
- Assess 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 on going 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 and 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:

Good literacy and numeracy skills	A, T, I
The ability to independently interpret and analyse information and facts to solve varied problems	A, T, I
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, T, I
To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with clients and carers	A, T, I
To be able to use own initiative to respond independently to problems and unexpected situations as established in supervision	A, T, I
The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A, I, T
The ability to write complex reports, working under pressure, meeting deadlines and dealing with interruptions	A, I, T
The ability and experience to cope with intense emotional demands arising from the nature of the client group such as terminally ill clients or cases of child abuse	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, T
Satisfactory check through the Disclosure and Barring Service	A, I, D

## Desirable Criteria

Assessed By:

Previous experience of assessing needs and establishing packages of care and support	A,I
An awareness of principles of Best Value for Service provision and the need to demonstrate its achievement	A,I
Experience of using client computerised record system e.g. Carefirst, Mosaic or similar	A,I
Experience of direct work with care leavers	A, I

## 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.

<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 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 checked="" 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
<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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	