

# 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 Worker	JEID	SW01A
Salary Grade:	Grade H		
Team:	Hospital Social Care Team		
Service Area:	People Group		
Primary Location:	To be advised		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:			

#### Role Purpose

You will be working as part of the Hospital Team which can be fast paced with strict unpredicable deadlines to discharge customers from hospital in order to move flow of hospital beds for those who are acutely ill.

You will be carrying out Care Act Assessments, community care assessments, arranging services and carrying out tasks delegated by your manager.

You will responsible in assessing customer's / carer's needs and arranging support and to increase choice and control through personalisation, supported self assessment and self directed funding.

You will have opportunities to provide a flexible range of support to individuals and their families to help to prevent crises and family breakdown and promoting independence / rehabilitation.

You will also be collaboratively working with health colleagues, other professionals and agencies to support customer's discharge from hospital.

## Role Responsibilities

### Key requirements include:

- Maintain accurate and concise case records and produce reports on time, as necessary. All recording uses a computerised client recording system.
- Undertake all of the above in accordance with statutory and Directorate policies and procedures.
- Any other duties that the County Council shall from time to time determine.
- To ensure that health and safety responsibilities are carried out in accordance with the Department's Health & Safety policy and procedures.
- To be able to undertake assessment of needs, self-directed support and review in partnership with customers and carers
- Ability to work under pressure / meeting unpredictable deadlines / conflicting demands and prioritising work accordingly
- Ability to demonstrate caring skills and the ability to cope with emotional demands to meet the welfare needs of our customers
- To be able to operate a key board, customer database systems and employ basic computer knowledge and skills - knowledge of Mosaic desirable
- Ability to work well with colleagues, other agencies such as Health professionals, including managers, as a member of the team

## 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
-----------	--------------------

### 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 close supervision of the line manager.
- May undertake more demanding tasks, with appropriate supervision.

- 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.
- 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:

Good literacy and numeracy skills	A I
To be able to independently interpret and analyse information and facts to solve varied problems	A I
To be able to demonstrate caring skills to meet the welfare needs of our clients and to be able to advise and guide our clients to enable them to solve particular problems	A I
To be able to undertake routine assessment of needs, support planning, monitoring and review for and in partnership with clients and carers	A I
To be able to communicate with varied audiences both in person and writing	A I
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A I
To be able to work using some initiative and under supervision	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
The ability to understand use of Adults Social Care legislations and policies as a Social Care Worker and how this impact your work.	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
Satisfactory check through the Disclosure and Barring Service.	D

### **Desirable Criteria**

Assessed By:

Hospital Social Care Work Experience an advantage but not Mandatory	
---------------------------------------------------------------------	--


## 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 checked="" type="checkbox"/> Lone working on a regular basis OR at times	<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 checked="" 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 checked="" type="checkbox"/> Other (please specify):	Hospital Based Social Care Team