

# 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:	Mental Health Social Care Worker	JEID	SW01B
Salary Grade:	Grade H		
Team:	Warwickshire Adult Mental Health Team		
Service Area:	Adult Mental Health and Community Services		
Primary Location:	South Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader		
Responsible for:			

#### Role Purpose

The role of the social care worker is to work in partnership with social workers, nurses, support workers and psychiatrists in order to promote and complete outcome-focused, person-centred holistic assessment and support-planning with mental health service users who meet Care Act eligibility.

As a member of the specifically created and dedicated social care team, you will work within integrated multi-disciplinary teams who provide care and support to people suffering from mental ill-health or distress and who may be facing challenges in their lives. The team work to empower people to overcome their difficulties, with the goal of recovery and maintaining well-being in the community.

The role of the Social Care Worker will be based within an Adult Integrated Mental Health Team which functions under the Mental Health Service Section 75 Agreement between Coventry and Warwickshire Partnership Trust and Warwickshire County Council. Under the Section 75 Agreement, the Council Staff working within Mental Health Services are seconded over to the Trust but still remain as Warwickshire County Council employees and subject to the terms and conditions of employment of the council

## Role Responsibilities

Undertakes and/or assists with carrying-out comprehensive needs-led, person-centred holistic assessments which focus on outcomes and well-being in accordance with Care Act (2014) Guidance.

Supports the assessment of eligibility of a person's needs and where appropriate put together a Care/Support Plan in accordance with Care Act (2014) Guidance. Care/Support plans will focus on the person's well-being and the outcomes the person wants to achieve, looking beyond the Medical Model of illness and diagnosis.

Initiating and managing appropriate Personal Budgets, working closely with Warwickshire County Council's Mental Health admin team as well as colleagues in the integrated Mental Health teams.

Assist with regular review and monitoring of Personal Budgets, ensuring specific outcomes remain a priority.

Proactively seeks to prevent the provision of care and support being delayed by gathering and sharing information on local and/or community services, as well as sign-posting.

Ensures appropriate information and sign-posting to other services, including preventative services, if a person's assessment does not meet the eligibility criteria or the person declines social care support.

Works closely with Mental Health colleagues, and the Warwickshire County Council Mental Health social care Team, in order to monitor and review Personal Budgets, and reassess needs where appropriate.

Consider the needs and well-being of carers in their day-to-day work with service users and make referrals where appropriate

Refers the service user for financial assessments where appropriate

Raises any Safeguarding concerns with their line manager as and when they arise without delay

Educates colleagues and shares information about the SDS process within their team as and when necessary

Supports colleagues with the SDS process and ensures their focus is on outcomes and well-being in accordance with Care Act principles.

Keeps up-to-date and accurate records, whether paper-based or electronic.

Undertakes statutory and mandatory training as and when necessary, and be mindful of their own continuing professional development.

Assists with some of the general team duties where appropriate and with the agreement of the line manager

Ensures that Health and Safety responsibilities are carried out in accordance with the Council's Health and Safety policy and procedures

Undertakes duties that the County Council shall from time to time require which are consistent with the nature and grading of the post

## 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
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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:

Good literacy and numeracy skills	A I
To be able to independently interpret and analyse information and facts to solve varied problems	A 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 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 use own initiative to respond independently to problems and unexpected situations as established in supervision	A I
The ability to work under a high degree of pressure including meeting unpredictable	A I

deadlines and dealing with conflicting demands	
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 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

## Desirable Criteria

Assessed By:

Good knowledge and experience of the Self-directed Support (SDS) process, and how this will be impacted by the introduction of the Care Act 2014.	A I
Experience working with people who have suffered with mental health difficulties.	A I
Good understanding of mental health legislation, safeguarding and community care policy as it relates to people with mental health difficulties.	A I
Experience of working within a multi-disciplinary team.	A I
Knowledge and experience of personalisation and personal budgets.	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	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving

people (including pupils) or objects	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 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 type="checkbox"/> Other (please specify):	