

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:	Grade H		
Team:	Mental Health Team		
Service Area:	Social Care and Support		
Primary Location:	St Mary's Lodge, Leamington and Stratford Healthcare Building, Stratford.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	Social Care and Support - Mental Health Service		

Role Purpose

You will play a crucial and valued role in the South Warwickshire Community Mental health & Well-being Team. You will take a strengths-based approach to supporting people with a range of mental disorders including schizophrenia, depression, anxiety, OCD, autism and personality disorder; maximising their potential for independent living and promoting their full inclusion in the community.

Role Responsibilities

The postholder will be employed by Warwickshire County Council but seconded to Coventry and Warwickshire Partnership Trust (CWPT) Mental Health Services under a successful section 75 agreement. This allows for the meaningful integration of the social care agenda within the local Mental Health Trust and prioritises a holistic person-centred approach to meeting the needs and outcomes of the local population.

The role involves working with people with schizophrenia, depression, anxiety, OCD, autism and personality disorder. On a day to day basis the role will include:

- Completing Care Act assessments, support plans and reviews of care and support needs;
- Completing Mental Capacity Assessments, Best Interest Decisions and Risk Assessments in non complex cases;
- Providing information and advice so people can make informed decisions to meet care and support outcomes;
- Developing knowledge of local services, facilities and resources that are available in the area (for

example local voluntary and community groups), Assistive Technology to improve people's independence and wellbeing;
Liaising with other health and care professionals;
To work in a modern and flexible way through the use of technology;

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, 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:

Excellent communication and interpersonal skills	I
The ability to build good working relationships in difficult situations	I
Relevant experience of working with people in a caring role, or qualifications in adult or children's health or social care	A, I
Experience of working with adults with Learning Disability and/or Autism Spectrum Disorder	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.

☐ 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):	