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:	Older Peoples Service		
Service Area:	Social Care and Support		
Primary Location:	Stratford Older People Team		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	N/A		

Role Purpose

To undertake assessment, support planning and reviews under the Care Act 2014 alongside people with care and support needs and their families and carers under the guidance of Team Managers within the Older Peoples Team. You will also be responsible for arranging services and liaising with other agencies, as and when appropriate.

To focus on prevention, using strengths-based and community led support approaches to maximise opportunities and outcomes. To have creative conversations with people via technology such as the telephone and video calls or in venues where they feel most at ease, to help people identify their strengths and abilities.

To work as part of a team and participate fully in the duties of the team, including the duty/referral systems, team meetings and other meetings determined by the Team Manager.

Role Responsibilities

Principal duties:

1. To undertake routine assessments of need, mental capacity assessments, risk assessments, support planning, monitoring and reviews for people with care and support needs, within the boundaries of the role and with appropriate supervision.

2. To use strengths-based conversation to understand what matters to the person, identify their abilities, existing suport networks and community resources, and agree outcomes that prmote independence, wellbeing and prevention.

3. To work in partnership with people, their families, carers and other relevant individuals to understand their needs, strengths, wishes and desired outcomes, supporting their involvement in assessment, support planning and review.

4. To recognise, record and promptly report safeguarding concerns, chnages in need and increasing risks, following agreed procedures and seeking advice where concerns fall outside the boundaries of the role.

5. To identify and arrange appropriate support in accordance with assessed needs, agreed outcomes and authorisation processes, drawing on community resources and commissioned services where appropriate.

6. To monitor and review support arrangements with the person and relevant others, evaluation whether agreed outcomes are being achieved and recommending chnages where needs or circumstances have altered.

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

8. To undertake above in accordance with statutory legislation and local policies and procedures.

9. To complete and maintain accurate records (e.g. Mosaic and other electronic databases) respecting customer confidentiality.

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

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

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.
- 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 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
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:

Previous experience of assessing needs and establishing packages of care and support	A, I
Relevant training/qualification in the social care field	A, D
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 or similar	A, I
Experience of managing own workload	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):	