# 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: | Family Support Worker | JEID | SW01B |
| Salary Grade: | Grade H | | |
| Team: | Homes for Children | | |
| Service Area: | Children and Families | | |
| Primary Location: | Pears Centre Coventry | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Team Manager | | |
| Responsible for: | | | |

### Role Purpose

The Wrap around team are part of the home finding hub team. We provide packages of support for children who are coming into care, support through tranisitions and support the child and current carer to support stability.

### Role Responsibilities

To offer emotional, practical and therapeutic support to foster carers and children including those who are stepping down from residential.

Continued involvement for approx. 3 months to support children who experience transitions either within foster care and step down from residential homes including working with parents when the plan is reunification.

Focussed interventions to improve stability within the foster home

Strenghs based approach

To work as part of a team of social workers, therapists, family support and youth workers in planning support around the child to prevent a breakdown.

To be flexible and work in agile way so families needs can be met.

# 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, 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: |
|---|---|
| Ability to be flexible and agile in working hours to include weekends and evenings when required to meet the support needs of families | |
| Trained in therapeutic interventions i.e. PACE, NVR, resortative practice. | |
| Experience of working with Foster carers | |
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# 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

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|---|
| 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): | |