JOB DESCRIPTION - HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Social Care Worker	Post Ref:	
Section:	Community Care	Grade:	6/7
Responsible to:	Social Care Organiser		
Responsible for:			

JOB PURPOSE

To assist in maintaining service users in their own homes in the community by attending to their assessed personal and social needs. To assist service users and carers in improving the quality of their life.

PRINCIPAL WORKING CONTACTS

Social Care Organisers and other fieldwork staff.

MAIN DUTIES

To provide support and care for service users and their carers in accordance with assessed need using professional, sensitive and flexible methods and skills.

To ensure that the individuality, personal dignity and confidentiality of service users are respected at all times.

To ensure that the maintenance of a positive approach to service users' capabilities and uphold the best practices and aims of care in all work settings, including the service user's own home, residential or day care.

To create a supportive atmosphere where service users can achieve maximum independence.

To provide carers with the support they need to enable them to care effectively.

JOB ACTIVITIES

To provide physical assistance to disabled and dependent people, eg dressing, washing and assistance with feeding.

To offer social support, eg talking, assistance with leisure activities.

To assist with daily living tasks such as shopping, paying bills, cleaning and other domestic work.

To support carers by giving information, advice and emotional support, either individually or in groups.

To maintain appropriate links with relatives, other carers, professional colleagues and other service providers.

To assist in the ongoing monitoring and reviewing of care packages by maintaining client records, providing written contributions to reviews, liaising with other carers and undertaking the key worker role.

To participate in and assist with training.

To participate in team meetings and contribute to the flexible development of the service.

To familiarise yourself with the department's Operational Instructions, Policies and Objectives.

SPECIAL CONDITIONS

You will be required to undertake shift work, working early and late, at weekends and on public holidays, as the service requires.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Social Care Worker

DIVISION/DEPARTMENT SECTION: Health and Social Care Partnership

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	SVQ2 or ability to undertake training to achieve this award within a specified timeframe Ability to register with SSSC when appropriate register opens		Application form
RELEVANT WORK/OTHER EXPERIENCE	Past/present caring experience to a high standard - life or work	Knowledge & understanding of social work values Knowledge of community care principles	Application form Interview
PARTICULAR SKILLS/ABILITIES	Good written/oral communication skills Ability to work as team member Ability to work alone and to use own initiative Assessment skills Be able to understand and meet the needs of people living in the community	Record keeping Personal planning Goal Setting Promote Service users independence	Application form Interview References
PERSONAL QUALITIES	Sensitivity and understanding in dealing with vulnerable people Be non-judgemental with a caring, pleasant and professional approach Dependable and reliable attitude to work	Enthusiastic Ability to manage conflict appropriately To be flexible and have the ability to adapt to change within a progressive service	Application form Interview References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Required to work a range of shifts, including a split shift, evenings, weekends and occasional nights Requirement for further study/training Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update		