

JOB DESCRIPTION - HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title: Support Worker
Section:
Responsible to:
Responsible for:

Post Ref:
Grade: 7

JOB PURPOSE

Provide supervisory and support services and carry a caseload of appropriate cases. Work alongside and under the direction of a senior or professionally qualified worker to carry out specific tasks.

PRINCIPAL WORKING CONTACTS

Social work staff at all levels working in fieldwork, colleagues in other Council departments, other professionals in agencies and partnerships such as health, police, and the care sector.

MAIN DUTIES

To undertake assessment, care planning, management and review of cases under the supervision of a professionally qualified worker. (For example Adult Protection or a vulnerable adult may not be allocated.)

Undertake direct work according to care plans with service users, families and carers and provide practical support like budgeting and life skills work.

Supervise and assess contact with others involving vulnerable adults. Record and report to caseworkers.

On behalf of service users, etc, liaise with colleagues in Council departments and other agencies.

Be responsible, under direction, for delivery of individual and group-work programmes.

Attend supervision, meetings such as case conferences, hearings and reviews and implement decisions.

Record all work according to SWD procedures. Prepare reports.

Develop a knowledge and understanding of statutory responsibilities in particular services.

Contribute to the training of others, including students.

Participate in training and development. Identify personal learning needs; develop skills needed by service and job.

Maintain at all times a high standard of professional practice and performance.

Comply with registration requirements of SSSC Codes of Practice.

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: Support Worker

DIVISION/DEPARTMENT SECTION: Health and Social Care Partnership

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	60 relevant credit points towards first year of social work degree (one of HNC in social care or social sciences, K100, K101 or DD100).	120 relevant credit points towards first year of social work degree.	Application form Presentation of certificates at interview
RELEVANT WORK/OTHER EXPERIENCE	Experience of working with relevant service user groups.	Familiarity with use of computer. Experience of partnership working with other agencies. Involvement in associated areas of interest/voluntary working.	Application, interview & references.
PARTICULAR SKILLS/ABILITIES	Good oral and written communication skills. Understanding of issues affecting relevant service group. Good planning and organisational skills. Commitment to maintaining high standards of care.		Application form Interview References
PERSONAL QUALITIES	Personable disposition and outlook. Reliable.	.	Application form Interview References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Able to work flexibly between 8am and 8pm. Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.	Full, current driving licence (Level 3) and use of car. Willingness to undertake further training.	Application form Interview References