

JOB DESCRIPTION - HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title: Social Care Worker
Section: Community Care
Responsible to: Social Care Organiser
Responsible for:

Post Ref:
Grade: 6/7

JOB PURPOSE

To assist in providing a 24-hour response service for vulnerable older people, people with physical disabilities, people with mental illness or people with learning disabilities, whose independence in the community is supported by an alarm call system. To provide a locally based mobile service to Sheltered Housing tenants when full-time Wardens are off duty.

PRINCIPAL WORKING CONTACTS

Manager, Public, Social Work Staff, Voluntary Agencies and Emergency Services.

MAIN DUTIES

- 1 Co-ordinate the Social Care response service from the control centre.
- 2 Respond to service users calls and provide appropriate care and support.
- 3 General duties related to the running of this service.
- 4 To use own initiative and able to work without supervision during shifts, which involve covering Sheltered Housing Complexes between the hours of 16.00hrs and 08.00hrs.

JOB ACTIVITIES

- 1 Operate Social Care response system within the control centre taking phone calls and arranging appropriate support from the response team where necessary.
- 2 Keep a record of service use and ensure update of all data input.
- 3 Install home based alarm systems and monitor by arranging regular equipment checks.
- 4 Monitor clients who live in the community by making regular contact.
- 5 Perform associated administrative tasks and procedures.
- 6 Respond to emergency calls received through the community alarm scheme from people in sheltered accommodation and service users in the community.
- 7 Offer appropriate care and support to service users and their carers according to their needs, on a planned emergency basis.

- 8 Provide physical assistance, social care and support with daily living tasks for people who are dependant or have disabilities.
- 9 Support carers by giving information, advice and social support on an individual or group basis.
- 10 Participate in assessment and care management approach to care. Assist in the ongoing monitoring and reviewing of care packages.
- 11 Maintain client records provide information to assist care planning and provide written contributions to reviews. Undertake a key worker role when required.
- 12 Liaise with other professional staff and carers where appropriate.
- 13 Ensure individuality, personal dignity; wishes and confidentiality of service users are respected at all times.
- 14 Participate and assist with training.
- 15 Participate in team meetings and contribute to the flexible development of the service.
- 16 Familiarise yourself with the regional operational instructions, policies and objectives.

SPECIAL CONDITIONS

- 1 Shift work is required early, late, night shift and at weekends and working some public holidays. An active driving licence is essential.

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 willing to undertake SVQ2 assessment to achieve award.		Application form.
RELEVANT WORK/OTHER EXPERIENCE	Past/present caring experience to a high standard - life or work.	Knowledge and 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. Computer skills.	Application form. Interview References.
PERSONAL QUALITIES	Sensitivity & understanding in dealing with vulnerable people. Be non-judgemental with a caring, pleasant & professional approach. Dependable and reliable attitude to work. Be able to work under pressure.	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	Work shifts, including evenings, weekends and nights. Requirement for further study/training. Full, current driving licence (Level ?). Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update		