

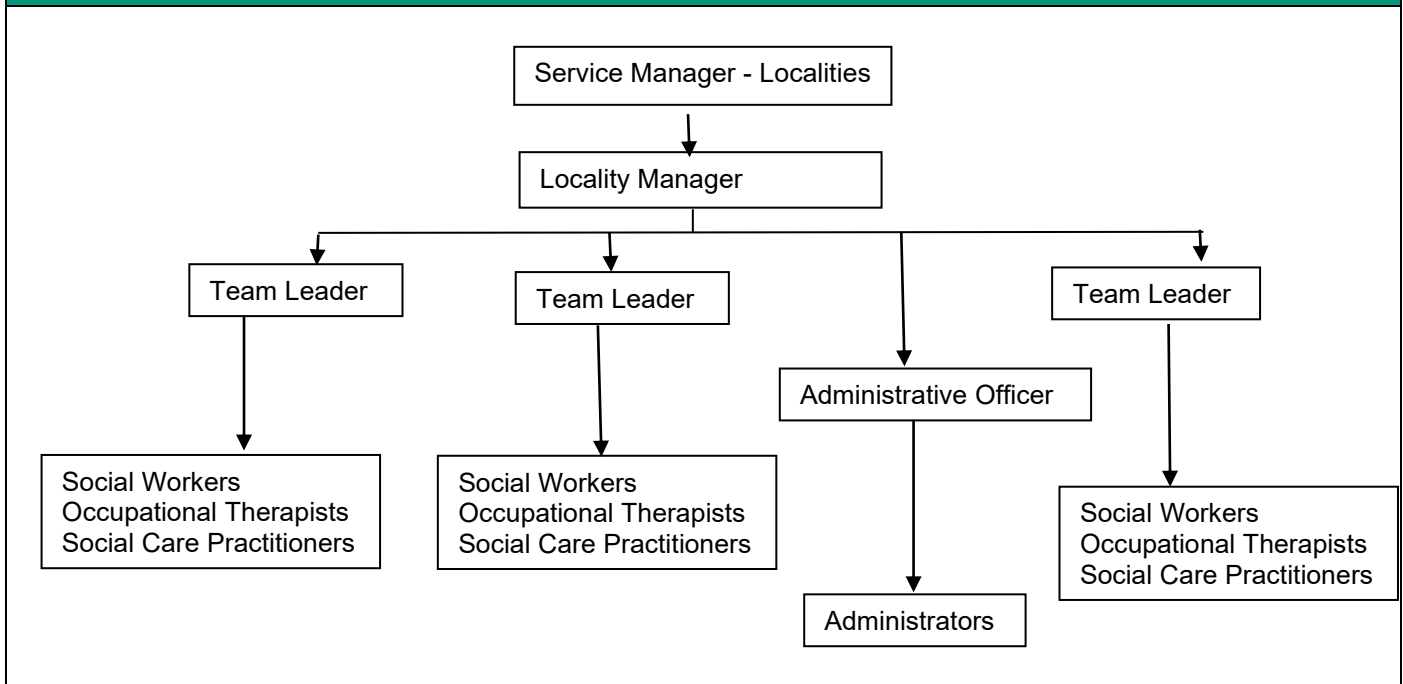
## Job Description and Person Specification

<b>Job title:</b>	Social Care Practitioner
<b>Directorate:</b>	People
<b>Service:</b>	Adult Social Care
<b>Team:</b>	East Locality
<b>Post number:</b>	04275
<b>Salary grade:</b>	Grade G
<b>Work location:</b>	Turnhams Green Business Park, Calcot
<b>Reports to:</b>	Team Leader
<b>Supervises:</b>	N/A.

### Job Purpose

- To receive and respond suitably to contacts from people who need support and their carers.
- To work with those people to identify how their needs affect them and what needs to happen to manage those needs.
- To work with those people to develop and implement plans to manage those needs.
- To record all relevant details relating to their work.
- Where appropriate, to review those arrangements.
- To take an approach which prevents, reduces or delays the need for care and support.

### Structure Chart



## Main Duties and Responsibilities

- To provide people with good quality advice and information.
- When relevant, to work with people to connect them to community resources. This may include the provision of equipment or minor adaptations.
- When necessary, to work with people in crisis to stabilise their situation.
- When necessary, to work with people to meet long-term care and support needs.
- When necessary, to review care/support arrangements.
- Where appropriate, to arrange Direct Payments.
- To seek guidance as necessary and work jointly with managers or colleagues with specific skills, qualifications, experience or knowledge.
- To develop own knowledge of relevant services and systems relating to care and support needs.
- To consider and respond appropriately to issues of risk, including safeguarding.
- To assist service users and carers to construct a Support Plan which meets their needs, maximises independence and covers identified risks. In doing so, offering the widest possible flexibility and choice through comprehensive engagement with the family, the community, voluntary organisations, and provider services.
- To communicate clearly.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.
- To ensure that all records / reports, in whatever format, are completed thoroughly and accurately.
- To ensure that own practice is of the required standard by knowing and implementing relevant policies, procedures and guidance.
- To actively participate in supervision, appraisal and relevant training.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

## Scope (impact on/control of resources, people, money etc)

- The post holder is responsible for identifying and recommending services or expenditure to meet people's care and support needs.
- No direct budget responsibility
- The post holder shares in the wider responsibility of ensuring that Public Funds are used wisely and effectively.

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Essential/ Desirable</b>	<b>Internal Use Only</b>
NVQ Level 2 in care or similar relevant qualification	E	1
NVQ Level 3 in care or similar	D	1
<b>Experience</b>		
Experience of working in social care services	E	1
Experience of working in partnership with others	E	2
<b>Knowledge and understanding</b>		
Working knowledge of the provision of health and social care services	E	1
Knowledge of relevant legislation and guidance, including Care Act, Mental Capacity Act, etc.	E	2
Knowledge of Safeguarding Adults requirements	E	3
Knowledge of Direct Payments system	E	4
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc.)	E	2
IT skills, to include use of Email, Internet, Word processing and Case Management systems	E	3
Ability to work with people with a range of disabilities and communication needs	E	4
Ability to work collaboratively with colleagues in a range of settings – e.g. health and social care colleagues, voluntary sector, community resources, Council staff	E	5
Ability to make timely judgements regarding the needs of individuals and to signpost / refer elsewhere if appropriate	E	6
Good verbal and written communication skills	E	7
<b>Work-related personal qualities</b>		
Commitment to ensuring anti-discriminatory and anti-oppressive practice	E	1
Positive attitude towards risk enablement / management	E	2
Ability to prioritise	E	3
Good interpersonal skills – communicating, listening, responding	E	4
<b>Other work-related requirements</b>		
Full driving licence and use of a vehicle for work	E	1
Flexibility and adaptability	E	2
Participate as necessary in a duty rota	E	3
Is this post politically restricted?	No	n/a
Enhanced DBS Check	E	4
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	5