

## JOB SUMMARY

<b>Post Title</b>	<b>Social Work Assistant - with variation of duties</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>08</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>SD08</i>
<b>Service Area</b>	<i>Adult Social Care</i>						
<b>Line Manager</b>	<i>Yvonne Millmore</i>						
<b>Location</b>	<i>Shared Lives</i>						

### Job Purpose

To work alongside the Registered Manager of the Scheme and other professions to receive referrals, carry out assessments and reviews with individuals to ensure sustainable placements are maintained, including: completing complex risk assessments, goal planning, reviews, report writing and maintaining accurate recording, both electronically and hand written reports.

To work alongside the Registered Manager of the Scheme and other professions to facilitate the assessment process of new applicants for Shared Lives carers, including supporting them through their application, training, monitoring, annual reviews, taking a break away from their caring responsibilities, report writing, accurate recording of incidents, accidents, raising safeguarding concerns, managing complaints, gather feedback and compliments.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- Receive referrals for support and arrange dates and times for completing assessments.
- Maintain the service database and ensure records are kept up to date in line with data protection.
- Produce and keep under review person-centred support planning and risk assessments in accordance with the individual's preferences.
- Organise and carry out home safety checks, recording and liaising with the Isle of Wight Council's Health and Safety Advisors and other professions where required.
- Complete and obtain documentation necessary for Shared Lives approval and prepare and present PowerPoint presentations and reports to the independent Shared Lives Panel.
- Carry out regular monitoring support, annual reviews, and welfare visits with Shared Lives carers.
- Receive and make telephone calls, manage emails, and respond to incidents, reporting to others and other professional bodies where appropriate.
- To use own initiative on a day-to-day basis and to work collaboratively with a wide range of people and other organisations, including the Care Quality Commission (CQC) responsible for the registration of the Scheme.
- To follow the IW Councils health and safety (Inc fire) policies/procedures whilst working in both council and non-council buildings.
- Participate in regular audits for quality assurance.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Relevant practical experience of working with and understanding of the relevant legislation, statutory frameworks / requirements and good practice guidance.	<i>Considerable experience of working in other care settings. Knowledge and understanding of The Care Act, Human Rights Act, Mental Capacity Act, Data Protection Act, Safeguarding Adults and Children and evidence of ability to work to practice guidance/procedure.</i>	<b>E</b>	
Practical knowledge of a range of procedures and specialist equipment to support clients.	<i>Knowledge of other organisations to support individuals to increase/maintain independence, own safety, and wellbeing.</i>	<b>E</b>	
Working knowledge of IWC professional groups and external agencies as relevant to the role.	<i>Understanding of who and when to contact internal and external agencies.</i>		<b>D</b>

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Sensitivity and empathy to build trusting and supportive relationships.	<i>Must have good communication and listening skills and able to engage with others. Ability to work in a team and to be flexible in their approach whilst remaining non-judgemental.</i>	<b>E</b>	
Proven ability to interpret situations, analyse behaviours to make judgements and deliver interventions to achieve outcomes.	<i>Experience to exercise own judgement during assessments and understand when to raise this higher when required.</i>	<b>E</b>	
Proven ability to build and maintain constructive working relationships with a range of people.	<i>Experience of working collaboratively with others, providing advice, co-ordinating meaningful activities, signposting and completing referrals to other services.</i>	<b>E</b>	
Proven ability to research, analyse and present complex information.	<i>Relevant experience of completing assessments and gathering required documentation for reports.  Ensuring the individual has access to meaningful activities, relevant benefits, education, work, or voluntary employment.</i>	<b>E</b>	
Proven ability to prioritise own workload and achieve deadlines.	<i>Extensive experience of managing own caseloads and organising own work. The ability to re-appraise priorities and timely document management.</i>	<b>E</b>	
Literate and numerate. Ability to maintain required records.	<i>Previous experience of completing administration tasks, report writing and recording on database systems.</i>	<b>E</b>	
ICT skills including use of Microsoft applications.	<i>Relevant experience of using Microsoft applications with a degree of proficiency or willingness to learn/extend current knowledge and skills.</i>	<b>E</b>	
Proven ability to communicate one to one and in small groups.	<i>Experience of using different methods of communication or a willingness to learn/extend current knowledge.</i>	<b>E</b>	
Proven ability to manage behaviour of concern in people we support.	<i>Previous experience of working with individuals who display behaviour of concern.  Ability to assess and support the person innovatively and creatively to achieve effective outcomes and knowing when to contact and when to seek further advice and support.</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
GCSE level qualifications or equivalent.	<i>GCSEs in Maths and English</i>	<b>E</b>	

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Relevant vocational / professional qualification.	Must hold at least an NVQ3 in adult social care or equivalent.	<b>E</b>	
<b>Other Requirements</b>			
Must hold a full UK Driving Licence & have access to a vehicle for work and have relevant business insurance or willingness to obtain.			
Availability to work additional hours including evenings and weekends where required to meet the needs of the service.			
Willingness to undertake relevant training regarding the role.			
The Isle of Wight Council is committed to safeguarding and promoting the welfare of vulnerable children and adults and operates stringent recruitment practices. All employees are expected to familiarise themselves with the Council's Safeguarding Policies and all other relevant policies so our staff can work safely, professionally and competently at all times.			
<p>The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health &amp; safety Policies and undertake relevant training to ensure compliance with Health and Safety Requirements.</p> <p>All employees are required to comply with the Council's Data Protection and GDPR Policies. You are responsible for ensuring that any information or data you collect, or input complies with the standards set out in these documents.</p>			
Must present a positive image of the Isle of Wight Council.			