Newcastle City Council
Job Description

Post Title:	Social Care Assessment Officer DD157
Evaluation:	496 points **Grade:** N06
Responsible To:	Team Manager
Responsible For:	N/A
Job Purpose:	To assist the Social Work Teams to deliver services in accordance with agreed objectives, quality and performance standards, that will improve the outcomes for individuals and families.
Main Duties:	The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To assist Social Work Teams with case work ensuring that families or individuals receive support that is consistent, integrated and is of the highest standard.

2 To provide information for reports, meetings, conferences, etc., to agreed standards.

3 To undertake basic/initial assessments keeping cases under review and maintaining high quality standards of service to Vulnerable Adults.

4 To maintain high quality safeguarding standards for Vulnerable Adults, reporting concerns promptly to the Team Manager.

5 To update and maintain computer and written records in accordance with Directorate guidelines ensuring the quality of the information noted is accurate and up to date.

6 To participate in and/or minute meetings in respect of service users.

7 To establish and promote effective working relationships with external partners, agencies and other sections of the Directorate that will improve practice and outcomes for individuals and families.

8 To administer petty cash in accordance with the Authority and the Directorate's financial regulations and procedures.

9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.