



JOB PROFILE

Social Work Auxiliary

Grade F

Group: Care, Wellbeing and Learning

Location: Civic Centre

Service: Adult Social Care - Assessment and Care Management

Line Manager: Senior Practitioner

Car Status: Casual

The key roles of this post will include:

1. To undertake non-complex assessments (those that relate to low level packages of care). For example, an assessment which would (likely) to realise a once or twice daily visit.
2. Where appropriate to provide pieces of equipment and assistive technology. For example, by ordering and delivering pieces of equipment or initiating assessments (by others) for different types of equipment.
3. To provide colleagues with practical assistance in relation to relevant adults and or carers. Examples of 'practical assistance' include helping to furnish a new property, acting as an escort for someone and transferring a person or items of property.
4. To undertake reviews of non-complex cases to ensure that the adult and or carer continues to be eligible for services provided by the Local Authority and that these services are the most appropriate resource to meet these eligible needs.
5. To provide information to adults and carers regarding universal services in the local community and where appropriate to signpost to these services.
6. To gather information in relation to new referrals so that decisions can be made by the Line Manager regarding the progression of the case.
7. To undertake mandatory and other training as required by the Local Authority and in some circumstances as identified by the Line Manager.
8. To work in an effective partnership with other agencies and professionals.
9. To undertake any other duties/responsibilities which are appropriate to the grade of this post. Due to the nature of the role this may include working across teams and locations and outside of standard working hours.



Knowledge and Qualifications

Essential:

Knowledge:

- Knowledge of relevant legislation including: Care Act 2014
- Good IT skills
- Good communication skills
- The ability to work as a team member but also to use own initiative
- Ability to identify when support/advice/guidance is required.
- A commitment to equal opportunities

Experience:

- Experience of working with the public

Qualifications and Training:

- English and Maths qualifications to Grade C or Grade 4 GCSE or equivalent

Desirable

Knowledge:

- Knowledge of legislation such as the Mental Capacity Act 2005
- Knowledge of the specific needs of adults with mental or physical health needs or learning disabilities

Experience:

- Experience of working in a social care environment

Qualifications and Training:

- A relevant social care or health qualification



Competencies

Self-Awareness

Is self-aware, learns continuously and adapts behaviour in response to feedback.

Personal Effectiveness

Makes things happen, operates with resilience, flexibility and integrity.

Communication

Shares and listens to information, opinions and ideas using a range of effective methods.

Delivering Results

Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.

Joined Up Working

Promotes collaborative relationships with other services and colleagues in order to improve service delivery.

Improving Delivery

Seeks out the best way to deliver services, promotes innovation and learning and manages risks.

Motivating Teams and Individuals

Creates the right environment for teams and individuals to perform at their best.

Managing Team and Individual Performance

Gives clear direction and feedback to maximise performance.

Managing Diversity

Treats individuals with respect and consideration, takes employee policy and practice seriously.