

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate: Adults and health</b>		<b>Service Area: Multi-disciplinary Service</b>	
<b>JOB TITLE: Wellbeing Facilitator – Social Worker</b>			
<b>GRADE: J - L</b>			
<b>REPORTING TO: Team Manager</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  To undertake a holistic well-being assessment of people referred into the MDS identifying appropriate intervention support to enable them to remain in their own home for as long as possible minimising hospital admission or re admission.  The post holder will be required to work 7-days should the service require you to do. In working for Stockton Borough Council should the need be required you may be asked to work in other team/services other than Multi-Disciplinary Service		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
1.	To manage and coordinate early intervention support for people referred into the MDS		
2.	Assessing mental capacity to participate in assessment ensuring appropriate support where needed		
3.	Producing a support plan to meet assessed needs		
4.	Commissioning services required to meet support plan ensuring quality and timely services are delivered		
5.	Coordinating support requirements and facilitating review meetings with other professionals, the individual and their carer as appropriate		
6.	Responsibility for “signing off” intervention support and liaising with lead professional for long term care management planning		
7.	To work closely with both Adult Social Care and Health clinical and non-clinical teams, GP practices and the independent and voluntary sector to ensure integrated team working delivers effective and efficient services to people receiving services through good communications and working relationships		
8.	To maintain records using appropriate documentation systems and processes		
9.	To ensure customer feedback is received in an appropriate and timely manner.		
10.	To provide management information and produce reports		
11.	To identify intervention support services which will: -		

		<ul style="list-style-type: none"> <li>o Minimise admissions to hospital</li> <li>o Support people leaving hospital</li> <li>o Minimise admissions to care homes</li> </ul> enabling people to remain in their home and maximising their independence
	12	To ensure pathways into and out of the service are effectively managed, identifying and actioning areas for improvement through systems, processes and communications with partners.
	13	To ensure that governance arrangements for the delivery of the Better Care Fund are adhered to
	14	To ensure development of good multi-agency practice is effectively communicated across the organisations in accordance with the Communication Strategy
	15	To maintain professional practise and participate in supervision
	16	To ensure awareness of both organisation's processes and protocols in relation to Information Security Guidelines, information sharing protocols and the Data Protection Act
	17	To ensure that duties are undertaken with due regard and compliance with Safeguarding requirements the Data Protection Act and other legislation.
	18	To ensure all customers, both internal and external, receive a consistently high-quality level of service commensurate with the standards required by Stockton-on-Tees borough council and the NHS Foundation Trust.
	19	To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authorities health and safety rules and legislative requirements.
	20	Ensure clients record are updated on both SystmOne and Liquid Logic
	21	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post

**3. GENERAL**

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of J - L using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

