

# Health and Social Care Officer

## Job Description

Reports to: **Resource Manager/Team Leader**  
Direct reports: **N/A**

Evaluation: **424 points**  
Grade: **N4**  
Reference: **AA3868**

## Purpose

Use a reablement approach to work with service users with disabilities or health needs to provide personal care, general support and practical help which will encourage the service user to achieve continued independence in the community, relative to their needs.

This post requires the post holder to have a flexible approach to work location, duties and hours, including shift work and working evenings/weekends and sleep ins.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To assist in the implementation of the care plan by carrying out the required personal care tasks; practical and hygiene tasks; and assistance with financial, social and recreational activities.
2. To be involved in a working relationship with service users and carers within the care plan. To appropriately involve service users at all times, ensuring the constant promotion of the individual's right to dignity, respect and choice.

3. To work as a member of a team sharing relevant information about service users and the general running of the service in a timely and professional manner. To keep senior staff informed of any changes (medical, physical, mental or social) in the service user's circumstances.
4. To complete observations and recording to provide information regarding service user progress against the care plan.
5. To contribute to the continued safe operation of the service through adherence to the health, safety, and security procedures of the service.
6. To identify risks of harm and abuse to individuals and take necessary action to deal with this.
7. To ensure personal and professional development by participating in support, supervision, appraisal and training programmes as required.
8. To participate in working parties and planning groups as directed by the Resource Manager.
9. To promote a positive customer experience within the service.
10. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.