Stockton-on-Tees BOROUGH COUNCIL		**JOB DESCRIPTION**
Directorate: **Adults, Health & Wellbeing**		**Service Area: Adults & Health** **Assessment and Support Planning Team**
JOB TITLE: Social Care Officer		
GRADE: I		
REPORTING TO: Team Manager		
1.	**JOB SUMMARY:** To support with the completion of strengths based assessments, support plans & reviews for clients receiving services in accordance with Departmental Policies and Procedures To ensure that the packages received are appropriate to the needs of the clients identified and that identified outcomes are being met.	
2.	**MAIN RESPONSIBILITIES AND REQUIREMENTS**	
	1.	To undertake care act assessments & annual reviews of care packages, for clients in receipt of services. Ensuring identified outcomes are being met.
	2.	To refer to appropriate care management team should client's needs have changed or their outcomes are not being met.
	3.	To review the appropriateness of each client's package of support and make adjustments as necessary in consultation with the practice supervisor.
	4.	To be committed to safeguarding the residents of Stockton-On-Tees, ensuring that all safeguarding procedures are adhered to
	5.	To communicate effectively and provide advice and information to clients.
	6	To ensure that all reviews are completed in accordance with the Department's policies and procedures.
	7	To seek the views of clients, carers and appropriate Service Providers to ensure that all aspects of the client's service package is reviewed
	8	To ensure that all information gained is recorded and distributed appropriately, in line with confidentiality requirements.
	9	To ensure that all review/reassessment outcomes/activity is recorded appropriately on the client's file and client information system.
	10	To ensure that appropriate records are maintained in accordance with the departmental policy.
	11	To ensure that any identified changes in the clients financial circumstances are passed to the Client Financial Services Unit.

	12	To ensure that issues relating to poor quality services and care of the client are passed to the relevant officers within the Department.
	13	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.
	14	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	15	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
	16	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

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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.

	Name:	Signature:	Date
Job Description written by:			
Job Description agreed by: (Post holder)	…… …	…… …	…… ….

Job Description dated 22/4/26

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	**Social Care Officer**	**Grade I**
Directorate / Service Area	**Adults, Health & Wellbeing**	**Adult Review Assessment and Support Planning Team**
Post Ref:		

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications	Good General Standard of Education NQF Level 3- 4 in a related subject area or the equivalent level of knowledge gained from demonstrable directly relevant works experience.	NVQ in Health and Social Care	Application form
Experience	Working directly with clients. Experience of completing reviews, assessments, implementing packages of care and reviewing service packages.	Care Management experience.	Application / Interview

Knowledge & Skills	Knowledge of social care systems Knowledge of relevant legislation Good communication skills. Organisational skills. IT skills. Administrative systems. Client database.	Knowledge of Care Act, Mental Capacity Act and Making Safeguarding Personal. Use of Care Director/Liquid logic systems. Knowledge of personalisation and services	
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Ability to work on own initiative Ability to work to deadlines Team worker. Reliable. Motivated. Customer focus. Honest and trustworthy		Application / Interview
Other requirements	Ability to travel independently Enhanced DBS clearance will be required		

	Flexibility to work contracted hrs over a 7 day period from 7am-7pm, to meet the needs of the service.		

Person Specification dated August 2021

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: **Adults & Health**	**SERVCE AREA:** **Assessment & Support Planning team**
JOB TITLE: Social Care Officer	
GRADE: I	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: ***Team Manager***	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

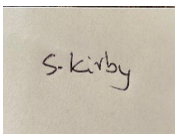
Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	**Yes**	**No**
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		**x**
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		**x**
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		**x**

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	**Yes**	**No**
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		**x**
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		**x**

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		**x**
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		**x**
Working at Heights - Safety Critical: Employee will be required to work **at a height**.		**x**
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		**x**

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.		**x**
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*		**x**
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		**x**
Lone Working (including Home Working): Employee will be required to work alone.	**x**	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**x**	
Any Other: Please identify any other known risks associated with this job role. Worker will be issued with Stay safe Lone worker device and will adhere to lone working procedure		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: 

Date:22/4/26

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk