



# Cumberland Council

## Post Specification

<b>Date</b>	<b>October 2023</b>
<b>PG Number</b>	<b>6896</b>
<b>Post Title</b>	<b>Social Care Worker</b>
<b>Job Family</b>	<b>People Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD8ii</b>
<b>Final Grade</b>	<b>Grade 9</b>

To be read in conjunction with the job family role profile

### Service Area description

#### Learning Disability, Autism and Transition Team

The team supports people, aged 18+ who are living in the community and have been identified as having care and support needs. It also supports young people coming through transition to adulthood from the age of 14 onwards.

This service will work collaboratively with a range of stakeholders from across the health and social care system and third sector and voluntary groups in Cumberland in ways that recognise strengths, promotes independence and prevents, reduces or delays the need for formal long term care and support provision. Assessments and reviews will be undertaken in a strengths-based way that maximises the use of social capital and community based assets.

The Service will work across health, social care and third sector organisations with a primary focus upon ensuring that all support plans:-

- include robust contingency plans that promote personal resilience to manage temporary changes in need/circumstance
- demonstrate how people will meet their needs from a range of sources, including friends, family, third sector, the community, equipment or assistive technology. Personal budgets will only be allocated for the provision of formal support for identified unmet needs.

### Purpose of this post

To work in a team to undertake strengths-based assessments and deliver appropriate person centred support and outcomes for people in Cumberland who have care and support needs.

To work under supervision and guidance for designated case-work. Where cases become more complex, and in negotiation with the line-manager, case responsibility may transfer to a professionally qualified practitioner.

To work in ways that promote independence and enable individuals/groups to maximise their strengths. To work with stakeholders for better outcomes for the people of Cumberland.

The post holder will actively promote the work of the Cumberland Council, internally and externally, on the development and delivery of continuously improving modern and competitive services for the people of Cumberland.

**Key job specific accountabilities**

1. To undertake strengths-based care and support assessments, with individuals and their carers, ensuring the development and delivery of personalised support to meet the Council’s statutory obligation for the protection and support of adults who have care and support needs.
2. Practice within the relevant national legislation, organisation policies and procedures and ensure compliance with care/clinical governance principles. Carrying out duties according to instruction, legal and procedural frameworks and individual and organisational performance frameworks.
3. To review individual support/action/risk plans, monitor outcomes and recommend any necessary adjustments utilising audit measures to support evidence based practice, ensuring the most effective support for personalised outcomes. This will be undertaken under the guidance and supervision of qualified practitioners.
4. To prioritise and manage a caseload to ensure activities are delivered to an agreed timescale, and deal effectively with communications and situations, gathering information to plan interventions and actions, develop appropriate programmes/plans.
5. To make recommendations regarding appropriate interventions and evidence this clearly in all recording and correspondence, with reference to relevant practice guidelines. Seek advice and guidance as required.
6. Record, monitor and review case information to ensure complete and accurate case recording is maintained.
7. Work with relevant professionals, internal and external partners, within a given area to ensure that assessment and appropriate care and support interventions fit with other existing provisions to maximise benefits and achieve efficiencies from available resources and meet the needs of people.
8. To ensure the effective implementation of the Safeguarding Adult Policies and Procedure and support the Local Authorities statutory Duty under the Care Act.
9. Demonstrate effective communication skills including an ability to discuss and explain sensitive information with people and carers, and produce clear accurate and factual written reports and records in a timely manner using defined policies, procedures and working practices.
10. Act as a point of contact, that communities, people, parents/carers/guardians and their families, can trust and support individuals and groups in making person centred choices and in navigating their way through the care and support system.
11. To seek opportunities for personal development through identified CPD activities.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Working with internal and external colleagues, people and their families/carers/guardians to ensure people’s needs are met within agreed resources which optimise benefits and efficiencies from available resources. Working in strengths based ways with people to prevent, reduce and delay the need for formal services.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• To actively contribute and participate to the success of the team</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To make the most effective use of available resources, particularly those which lie within local communities.</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Minimum Level 3 qualification in Care or related field OR Equivalent qualification/experience
- Awareness of working in social care, health care, voluntary or independent sector environments.
- Having an awareness and understanding of risk with the ability to escalate appropriately
- Contribute to work planning and resource allocation
- Ability to influence people to change

- Good interpersonal skills including negotiating, conciliating, and motivational skills
- Good communication skills – written, verbal in a range of situations working with customers, carers, colleagues and stakeholders
- Ability to create innovative strengths-based solutions with customers and their carers
- Ability to contribute to a culture that enables and empowers staff and customers alike
- Ability to plan for and prioritise own case work
- Good time management/punctuality and ability to work to deadlines
- Ability to network effectively with multi-disciplinary organisations Demonstrable information technology skills/competencies.
- Ability to identify and challenge inappropriate practice

### Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
  - DBS Enhanced – Adults

### Job working circumstances

<b>Emotional Demands</b>	Involves occasionally dealing with individuals who are in crisis and distressed.
<b>Physical Demands</b>	Normal requirement for Cumberland wide travel and carry laptop and small pieces of equipment Prolonged sitting for computer based tasks
<b>Working Conditions</b>	Involves occasionally dealing with individuals who are distressed and potentially displaying aggressive behaviour. Working in an uncontrolled, challenging environment, in individuals homes Lone working required

### Other Factors

- Ability to travel extensively throughout the Cumberland.
- Some longer journeys for staff visiting people placed out of county.
- Flexible working and home visits required