WOKINGHAM BOROUGH COUNCIL	**Job Description**	Job Reference
		711573

Job Title	Social Care Practitioner		
Service	Adult Social Care	Team	Adult Social Care and Safeguarding
Location	Council Offices/home working		
Reports to	Team Manager/Registered Professional		
Responsible for	None		
Career Grade 5 with potential to progress to Grade 6	Type of position: Permanent, Full Time.		Date 18/11/24

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Service Purpose

Adult social care provides a range of interventions to adults who need extra support to stay healthy, play a part in their community and lead as fulfilling a life as possible.

The service provides personalised, practical support to help people whose needs arise from illness, disability, old age and social disadvantage. It preserves dignity and keeps people independent. People who need care should have the choice, flexibility, and control to live their lives the way they want.

Purpose of the role

Based within the WEST Social Care Team, the post holder will work under the supervision of a registered practitioner to undertake direct work with individuals and their carers. They will use a strength-based approach to maximise individual's abilities to live independently as possible and remain safe in their community. They will support carers to continue in their caring role for as long as they are willing and able to do so.

The post holder will seek to prevent, reduce, and delay the need for formal care and support using a strength-based approach which includes provision of tailored advice, information, and a range of interventions. They will assess customers and their carers, contribute to setting of personal budgets, create and implement support plans and review these as appropriate. In doing so will comply with statutory guidance and within legislative frameworks for example Care Act [2014], Mental Capacity Act [2005] etc.

Main Accountabilities

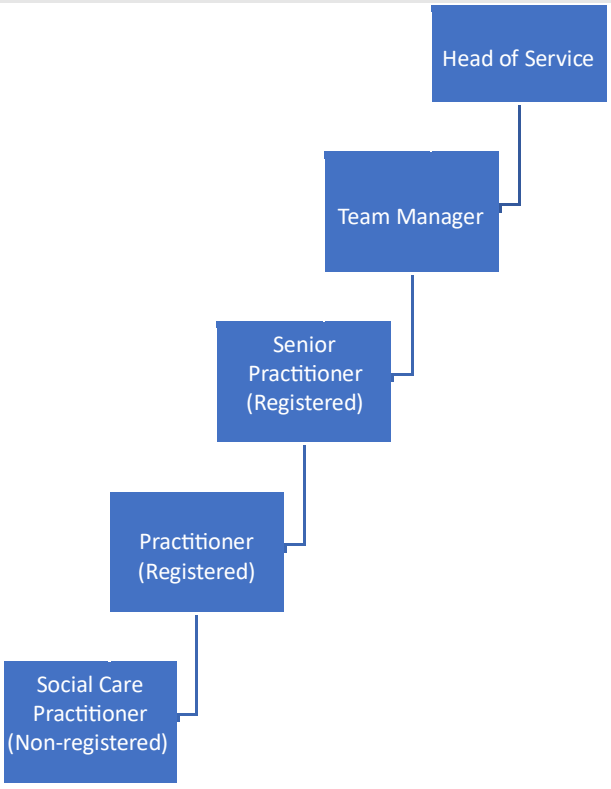
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1	To work with customers and their carer's using a strength-based approach to provide tailored advice information and signposting to help them remain as independent as possible and live safely in the community.
2	To identify and implement appropriate prevention plans that will avoid, reduce, or delay the need for formal long-term care.
3	To accept referrals for adult social care, complete assessments, contribute to setting of a personal budget, create and implement support plans and review in line with legislation, statutory guidance, local policy and procedure and as necessary depending on nature of the team where the post is positioned.
4	To identify and raise safeguarding concerns as required and contribute to development and implementation of protection plans which maintain the individual's safety within the multi-agency safeguarding adults' procedures.
5	To work in a person-centred way, ensuring that individual dignity is maintained, cultural and communication needs are addressed, and choices and aspirations are acknowledged. To provide or arrange advocacy as required ensuring that the voices of service users are heard, and application of positive risk-taking framework as required.
6	Maintain a network and collaborate with key partners including other LA departments, health, and voluntary organisations to ensure that the needs of the individual are met in the most appropriate way.
7	Ensure that customers have access to appropriate funding streams for their care and support. Including referring for Continuing Health Care, LA financial assessment as soon as need for council funded/commissioned support is identified and any also any support with finances that may be required.
8	Carry a designated workload and support registered practitioners as required and directed by Team and other Manager's. Ensure social care information recording systems are appropriately used and maintained – including recording of referrals, assessments, support plans, reviews, risk assessments and day to day contacts and case notes.
9	To have awareness of social, political, and financial environment that the council operates within and appropriate respond to this.
10	This is not an exhaustive list, and the post holder will be required to carry out other tasks that appropriate to the grade of the post and their level of competence and confidence.
11	Required to work across the ASC service as needed to meet the demands of the service.
<u>Progression criteria (all to be met)</u>	
Minimum of one year experience working in WBC Adult Social Care	
Regularly contribute to the training and development/mentoring of new staff	
Undertaking a leading role or project work within specialist areas of Adult Social Care provision	

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Undertake work on more complex cases which include identifying and managing risk and/or working with the Mental Capacity Act under the supervision of registered practitioners.	
Supervision Received	Regular formal supervision and ad hoc guidance and support from a registered practitioner.
Supervision Given	None.
Contacts & Working Relationships	Variety of internal and external stakeholder including other social care teams, Senior Managers, other WBC departments and teams, primary and secondary health partners, providers and voluntary organisations.
Management of resources or budget	None
Special Factors	Ability to travel to a variety of locations in and outside of borough. Enhanced DBS check required. Lone working – will be required to work alone in the community visiting customers in their own homes, hospitals, out of area placements etc. Occasional need to work outside of core hours (evenings and weekends), in order to meet demands of role and crisis work? .

Organisation Chart



Person Specification

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Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.		
Qualifications	**Essential**	**Desirable**
GCSE Math's and English or equivalent	x	
Social Care Qualification		x
Technical Skills.	**Essential**	**Desirable**
Competent level of IT skills and ability to learn and use adult social care recording system	x	
Excellent verbal and written communication skills – including ability to engage with individuals with a diverse range of communication needs	x	
Ability to work under pressure and maintain professional composure	x	
Ability to relate to individuals from a diverse range of social, economic, and cultural backgrounds	x	
Knowledge	**Essential**	**Desirable**
Applied knowledge of confidentiality and data protection legislation	x	
Working knowledge of key legislation and guidance that relates to the provision of adult social care.		x
Awareness of the impact of ill health, disability, social disadvantage, and poverty has on and individuals' wellbeing	x	
Awareness of the impact of caring has on carer's and their choice and control and wellbeing	x	
Awareness of the principles of safeguarding	x	
For Progression		

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Developed knowledge and experience in a specialist area of service provision	X	
Experience	**Essential**	**Desirable**
Experience of working in a health or social care setting/ or in a customer facing role	x	
Experience of working with vulnerable adults		x
For progression		
Experience of working with more complex cases which include identifying and managing risk and/or working with the Mental Capacity Act under the supervision of registered practitioners.	X	
Other	**Essential**	**Desirable**

Completed by:		**Date: Revised**	

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