Grading
Job Description and Employee Specification

Job title: Social Care Officer	**Service area:** Adults & Health
Post number:	**Division:** Adult Safeguarding
Grade: Grade 6	**Section/team:** Safeguarding Adults Team

Overall purpose of job:

To plan, provide and evaluate a range of person-centred social care interventions to people with care and support needs and their circle of support enabling people's needs to be met and aspirations achieved.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Main responsibilities:

Undertake a range of statutory assessments, reviews and reassessments using social work methods, theories and models to identify actions to achieve a persons preferred outcomes.

Develop a support plan that is person centred, and outcome based and enables people to manage risk within the support options they chose.

Monitor and review support plans, identifying outcomes achieved and unmet needs and aspirations and, where required, assist in the continuing management of a person's support.

Develop effective safeguarding plans in collaboration with adults, their families / carers and partners agencies.

Facilitate links with the community and voluntary sectors, collating and sharing information about services and community resources to enable people to have choice to meet their individual needs and to help them be and feel safe.

Develop and maintain effective working relationships with colleagues and external stakeholders to ensure the smooth transition of people and their circle of support through the health and social care system.

With appropriate supervision and support, and where appropriate, contribute to safeguarding enquiries.

Maintain accurate, timely, comprehensive and comprehensible records in accordance with applicable legislation, protocols and guidelines.

Work within all relevant legislative requirements, policy and procedures to assess and meet the needs of adults and their circle of support and to provide appropriate support through the offer of a personal budget where appropriate.

Acts as a role model demonstrating positive behaviours that reinforce the council's values, acting as an ally to ensure an inclusive working environment.

Knowledge, skills and experience:

Level 3 qualification in Health & Social Care or equivalent knowledge skills and experience with a willingness to undertake the formal qualification.

Ability to support people, and their circle of support, to assess their own needs and aspirations in a way that is enabling and empowering and in line with common tasks and responsibilities.

Knowledge of current national and local drivers, policies and legislation including The Care Act 2014, Mental Capacity Act 2005 and Deprivation of Liberty Safeguards.

A good understanding of the challenges and needs of people, carers and families and the ability to support them.

Ability to work in partnership with statutory, private and VCSE - local and regional organisations.

Knowledge of national policies, procedures and processes in relation to the Care Act 2014, Mental Capacity Act 2005 and Deprivation of Liberty Safeguards.

Knowledge and understanding of Adult Safeguarding and the categories of abuse.

Good negotiation, liaising and networking skills.

Ability to work on own initiative and as a team player.

Good communication skills with the ability to communicate effectively both verbally and in writing.

Ability to effectively plan, prioritise and evaluate own workload

Ability to use IT systems eg databases, word, email etc

Resilient and tenacious

Flexible

Ability to transport self around North Lincolnshire in a timely manner.

Creativity and innovation:

- To creatively support people and their circle of support, to arrange and implement support that is flexible, responsive to need and controlled by the person, and which achieves identified outcomes.
- Find innovative solutions that resolve issues and concerns around the person's care and support needs.
- Develop safeguarding plans in collaboration with adults and their families and partner agencies.
- To work in partnership with key stakeholders to implement preventative support within the community.
- Promote and inspire services to meet the identified needs of people in North Lincolnshire, focusing on person-centred care and facilitate this at every opportunity.

Contacts and relationships:

Daily contacts will include dealing with situations which are not straight forward and that require detailed planning, care and assistance.

Daily contacts

People – agreeing, implementing and reviewing individual support plans and acting as a designated worker for people.

Circle of support – supporting, empowering and agreeing and implementing individual support plans.

Health colleagues and other stakeholders – when joint working and ensuring seamless support for people whose needs may be changing and on matters of safeguarding and quality of care.

Colleagues across the service – maintenance of support networks on matter of safeguarding and quality of care.

Weekly contacts

Members of the public – signposting and provision of information.

Statutory, private and VCSE sector organisations – representing individuals in North Lincolnshire e.g. benefits, housing etc

Decision making:

Make decisions in partnership with people and their families on matters affecting their lives.

Contributes to the routine day to day decisions within the team seeking guidance and assistance if necessary.

With guidance and direction make decisions on eligibility and thresholds through the application of the appropriate legislation and criteria.

Re-evaluate and prioritise caseloads and other work commitments, giving due regard to the needs and vulnerability of people.

Whilst recognising the importance and accountability of procedural compliance and decision making, take responsibility for deciding when to refer to managers when additional support and guidance is required.

Assists with decisions relating to a person's personal budgets

To take responsibility for personal safety, giving regard to that of colleagues and working environments, reporting any concerns regarding health and safety.

Responsibility for resources:

Responsible for laptop and mobile phone with a combined value of £850. Working away from the office base up to 50% of working hours.

WORK ENVIRONMENT

Work demands:

The nature of the work involves interruptions to tasks and changing priorities.

Managing time and caseload effectively.

Constant changes to individuals support plans due to change of circumstances and emerging issues which require an immediate response.

Due to the nature of the role some flexibility is required.

Physical demands:

Normal physical effort required

Working conditions:

Work will mainly be carried out in an office environment, residential settings and people's home addresses across North Lincolnshire. The conditions in person's home may at times be disagreeable.

Both agile and hybrid working is supported across the service with a requirement to attend the office base as requested.

Work context:

The post holder will undertake lone working and must adhere to the appropriate policies and procedures.

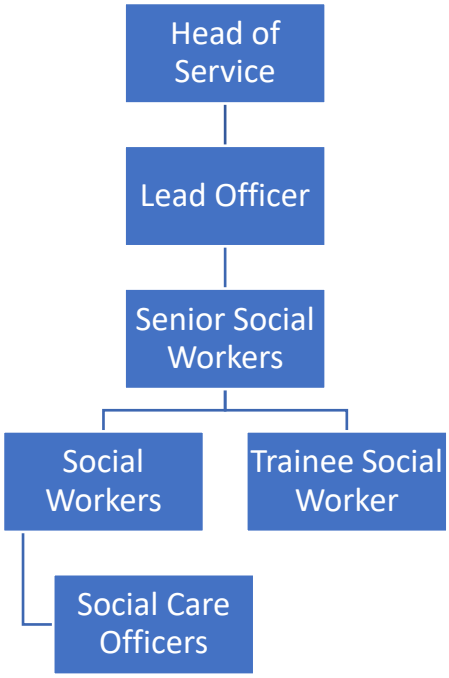
Some risk associated with home visits. The post holder will visit people and carers in their own homes and these will include new and unknown referrals.

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Risk of challenging behaviour from individuals.

Position in organisation:

Indicate how many staff the post is directly accountable for: 0



Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
• Experience of working with adults in a social services or health setting. • Ability to support people, and their circle of support, to assess their own needs and aspirations in a way that is enabling and empowering and in line with common tasks and responsibilities. • Knowledge of national policies, procedures and processes in relation to Mental Capacity Act, Deprivation of Liberty Safeguards and Safeguarding Vulnerable Adults. • Knowledge and understanding of national agendas e.g. Personalisation and person-centred support. • A good understanding of the challenges and needs of people, carers and families and the ability to support them. • Ability to work in partnership with statutory, private and VCSE, local and regional organisations. • Good communication skills with the ability to communicate effectively both verbally and in writing. • Ability to effectively plan, prioritise and evaluate own workload • Ability to use IT systems eg databases, word, email etc • Good negotiation, liaising and networking skills. • Understanding of confidentiality and GDPR	
Education, Training and Qualifications	**Original documents**
• Level 3 qualification in Health & Social Care or equivalent knowledge skills and experience with a willingness to undertake the formal qualification	
Working Arrangements	**Interview**
• Ability to transport self around the North Lincolnshire area in a timely manner.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
• Experience of partnership work • Experience of multi-disciplinary work • Good I.T skills and ability to use IT systems in relation to electronic record keeping, correspondence and other related tasks.	
Education, Training and Qualifications	**Original documents**
• Level 5 qualification in a relevant field • Ability to understand and follow financial procedures	
Working Arrangements	**Interview**
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THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ✓	**No** ☐
Political restriction	
Yes ☐	**No** ✓
The ability to speak fluent English under the Immigration Act 2016	
Yes ☐	**No** ✓

- **Version Control**

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