

JOB SUMMARY

Post Title	Social Work Assistant (enhanced)						
Job Family	Service Delivery	Pay Range	9	Line Manager to others?	No	Role profile ref	SD09
Service Area	Adult Social Care						
Line Manager	Team Managers						
Location	Island wide						

Job Purpose

To support adults in need of care and support to live independent and fulfilling lives in the community. These people have a range of complex and challenging needs. To promote independence, enabling and enhancing life skills and facilitating access to Health and Social Care support as appropriate. To provide emergency and crisis support to Island residents outside of core business hours as part of a formal rota.

Job Context

- Manage a varied and complex caseload in line with legislative requirements, for example, The Care Act, Mental Capacity Act, Human Rights Act and the Data Protection Act etc.
- To undertake the full range of tasks associated with assessment, independence planning and service reviews. The needs assessment should be holistic, person centered and include risk assessments and considerations of mental capacity.
- To develop and implement outcome focused care planning & care plans including Risk Management Plans. To contribute to Section 42 Adult Abuse Enquiries ensuring that any Safeguarding concerns involving people with care & support needs are reported in accordance with the 4SLAB Safeguarding Adults Policy
- To monitor and review care planning & care plans involving all relevant people and to implement changes if required. Where necessary undertake comprehensive cost re-calculations and ensure that all care packages are sourced through our Single Point of Commissioning Team. Offer information on a range of services being offered on the Island, including those offered by the Third Sector, Local Communities and other commissioned services.
- To undertake Crisis Intervention work, which includes short notice same day visits with a requirement for rapid response and decision making in order to protect/safeguard the individual and/or carer.
- To submit Assessments and care planning & care plans for Management/Budget approval and this can include preparing submissions for the Pride in Practice Funding Panel and presenting cases if required. The aim is to ensure the appropriate and effective use of resources.
- To identify and refer individuals who may require an assessment to determine eligibility for Continuing Health Care.
- To participate in supervision and maintain a responsibility for continuous professional development.
- To provide emergency and crisis support to Island residents as required outside of core business hours. The support required will be limited to a maximum of 25 session per year unless agreed otherwise with the individual.
- To mentor and coach Newly qualified and/or more junior staff.
- Provide a point of escalation and advice for other SWA's across the department – sharing practice knowledge and experience to support career progression and development.
- Engaging in reflective practice sessions with wider team and providing leadership for SWA's in this area.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.	Emotionally intelligent with an understanding of the power and influence balance within interactions with people.	E	

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	Experience of working with vulnerable adults. Experienced knowledge of how to work with and manage challenging behavior.	E	
	To ensure that appropriate information is available to the public to support and mitigate crisis and emergency responses outside of core business hours.	E	
	Experience of working with vulnerable people in the community. Previous experience of working in a care setting	E	
	Effective communication skills. Experience of working with vulnerable adults and their carers/families.	E	
	Experience of working with a range of people in professional settings.	E	
	Understanding of human behavior and using resilience tools to remain professional.	E	
In depth knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service.	Knowledge and understanding of The Care Act, Mental Capacity Act, Data Protection Act,	E	
	To be able to advise, negotiate, mediate and manage information/inter-relationships issues arising with individuals and their carers and other agencies.	E	
	Knowledge with the job and its context. Knowledge and experience of using and working with other agencies and professionals.	E	
	An ability to work closely and effectively with a wide range of professionals and people. Ability to develop effective, collaborative relationships with people regardless of their status, abilities, race, culture or beliefs.	E	
Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.	Must have good literacy/numeracy skills in order to effectively complete case recording, assessments, care planning & care plans and reviews. To record in line with the Department's recording policies, Care Act Framework and the Data Protection Act, and within the requirements of the Department's IT system – PARIS.	E	
	Knowledge and experience of report writing and of ability to present information in a format that is easily understood.	E	
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	Working knowledge and understanding of local and national charging policies and budgets.	E	
	Ability to apply policies and procedures in a fair and transparent way to ensure people.	E	

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Good ICT skills including use of Microsoft applications and specialist systems.	Must have experience of using IT based recording systems and of word processing packages.	E	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.	Knowledge and experience of Assessment and Independence Planning.	E	
	Experience of creating a rapport and building effective professional relationships with vulnerable adults, families and carers.	E	
	Knowledge of promoting the independence of people with lived experience. Experience of working with vulnerable people in the community.	E	
Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.	Evidence of ability to work to practice guidance/procedure without oversight as required.	E	
	Ability to manage own workload, unsupervised, outside of core hours in response to social work crisis or emergency situations	E	
	Knowledge/experience of managing own work with access to guidance and support.	E	
	Ability to complete tasks within prescribed timescales and in emergency situations.	E	

Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
Educated to A level standard or equivalent or equivalent experience		E	
Relevant vocational / professional qualification.	NVQ level 3 in Care or equivalent qualification or demonstrable experience in the care sector (working with vulnerable adults in a senior position within a registered provider setting or day care) or equivalent experience.	E	
Full Driving License	The role involves travel all over the Island. Being able to drive and access to own vehicle is essential.	E	
Satisfactory Disclosure and Barring Service (DBS) check at level enhanced and Adults Barred List check.	This is a definite requirement. Employment cannot proceed without it.	E	

Other Requirements	Essential	Desirable
Ability to establish and maintain effective communication and working relationships with colleagues and partner agencies.	E	
Must present a positive image of the Isle of Wight Council.	E	
Must be flexible and able to work in more than one location.	E	

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Must be able to understand and observe the Council's Equality Policy.	E	
May be required to undertake additional duties as commensurate with role and grade	E	
Out of Hours Standby and Call Out You will be required to take part in the Out of Hours Stand-by Duty Rota and to undertake allocated shifts. (The opportunity to swap shifts and arrange cover with colleagues will be available to ensure work/life balance can be maintained). Standby and call out duties are paid in accordance with the IWC Pay Policy as in force at the relevant time.	E	