

ROLE DESCRIPTION

Role description:	Social Care Practitioner-Reviewing Team	
Role profile family:	Care	
Role profile number and grade:	CA08-2890	Grade H
Number of posts:	5 FTE	
Service/Team:	Adult Social Care, Reviewing Team	
Reports to:	Team Manager	

Job Family overview

Care job family overview:

Support and assist the well-being of individuals and groups to assure their protection, security and development

- Safeguarding, protection and care
- Community, residential, day or field settings
- Ongoing risk/needs assessment of and advice for individuals/groups
- Specification of any non-council provision
- Individual or small group emphasis
- May involve personal care activities
- Likely to involve immediate response to client

Service / Function Context

This team works with people with long term and complex needs providing care and support to enable people to be as independent as possible.

The overall responsibilities of the reviewing team are:

- To provide statutory support to adults with care and support needs and their carers/families, which includes information and advice, assessment, support planning and safeguarding.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing; and in doing so strengthens relationships between members of that community and builds social capital.
- Operate within defined budgets for social care.
- Work in partnership and liaison with partners including primary, secondary and tertiary health care, private providers, voluntary sector organisations and others to provide coordinated support for customers and/or carers.

Job Purpose

Social Care Practitioners are expected to work in line with the requirements described in the Workforce Quality Assurance Framework.

Social Care Practitioners carry out the following tasks within the Care Act 2014

- Assessment and review of customers' needs and outcomes
- Co-ordination of the customer/carer journey in identifying eligible needs and outcomes
- Where applicable, work in partnership with the customer and other agencies in compiling an appropriate support plan.

Specific duties and responsibilities include:

- To undertake person-centered work with customers and to plan for the provision of support and/ or services with customers in order to assist them meet their outcomes and to live as independently as possible, giving consideration to whether the person needs support to fully participate in the assessment and support planning process.
- To consider whether there is a concern about an individual's capacity to make a specific decision, including restrictions placed on an individual which may amount to a deprivation of their liberty (i.e., they are subject to continuous supervision and control and are not free to leave).
- To take responsibility for making accurate and timely recording of all information and activity onto the social care records database in accordance with work targets set by the Team Manager and Supervisor.
- To support carers to continue in their role by identifying their needs for support, referring them to Carer Support Wiltshire for a carer's assessment and other action as appropriate, giving consideration of the impact on the whole family of any caring role and responsibilities
- To have a good understanding of assessment, support planning and the management of risks for individuals and to be able to apply Council policy and support customers to manage risk appropriately.
- To identify where adults may be at risk and to act in accordance with safeguarding policies and procedures.
- To gather sufficient information about customers in order to be able to accurately assess their needs against the national minimum eligibility criteria within the Care Act 2014. This includes working creatively to identify sources of support to improve the individual's well-being and independence and making a determination about eligibility for support from Wiltshire Council.
- To contribute to gathering and updating local knowledge about universally available services including what is available locally within the voluntary and community sector, as well as the service area's commissioned and contracted services and to signpost/advocate for customers accordingly.
- To practice in a manner which fully complies with Council corporate and service policies and procedures at all times.
- To write support plans for individuals which reflects the individual's needs and how they will be met, in a manner which complies with Care Act requirements.
- To carry out support plan reviews in a timely and person-centered way, as required and identified by departmental targets, taking a view on whether agreed outcomes have been met.
- Evidence is needed for continuing support at all times in accordance with eligibility criteria and to work with customers and care providers to identify promotion of increased independence.
- To represent the Council at inter professional and interagency meetings, for example multi-disciplinary team (MDT) meetings.
- To contribute proactively to the effective working of the team with positive attitude, by sharing knowledge, offering advice and support and by being prepared to be involved in the development of services.

- To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- To be an ambassador for the Council and the department at all times, always representing the Council positively, professionally and appropriately at meetings with customers, external partners and agencies.
- Attending Civil Emergencies when a Rest Centre is set up (happens rarely).

Specific requirements for this post:

- N/A.

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

- Previous experience of working in a health or social care environment or similar setting.
- NVQ level 4 in Health and Social Care or Apprenticeship in Health and Social Care or equivalent or the ability to demonstrate the skills required and a commitment to work towards a relevant qualification as defined by the council within an agreed timeframe.
- Ability to utilise a range of Microsoft and electronic social care record software.
- Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the safeguarding of, vulnerable adults.
- Well-developed interpersonal skills and ability to effectively communicate with people in a variety of ways and levels.
- Ability to prioritise tasks, work on own initiative against deadlines and plan and organise own work.
- Work without direct supervision and also know when to discuss with a social worker, an occupational therapist or a manager.
- Good understanding of the national agenda for Transformation in Social Care
- Ability to work in a person centred way to meet individual outcomes
- Fully fluent in spoken and written English

Desirable

Career graded posts (where applicable)

N/A

Driving classification	
Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	☐
Regular Driver Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport. Or a reasonable adjustment has been agreed.	☒
Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	☐
Employees should refer to the Corporate Driving at Work policy for further information.	

Driving trigger points			
The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
Job applicants who drive must have 9 or less points on their driving licence and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.			
If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	☐
This role is not politically restricted	☒

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	☐
This role does not have any professional or occupational membership requirements	☒

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	☒
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	☐
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	☐
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	☐
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	☐

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	☐
This role is not subject to a BPSS check	☒

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	☐
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a	☐

check on you, your spouse/partner, co-residents, and all family members).	
This role is not subject to a NPPV check	☒

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	☐
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	☒
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	☐