



Job profile

Social Work Auxiliary Grade F

Group: Care Wellbeing & Learning
Service: Adult Social Care
Location: Civic Centre
Line Manager: Team Manager
Car User Status: Casual

Job Purpose

To assist Social Workers in the assessment process through the undertaking of non-complex assessments

The key roles of this post will include:

1. To undertake non-complex assessments (those that relate to low level packages of care). For example, an assessment which would (likely) to realise a once or twice daily visit.
2. Where appropriate to provide pieces of equipment and assistive technology. For example, by ordering and delivering pieces of equipment or initiating assessments (by others) for different types of equipment.
3. To provide colleagues with practical assistance in relation to relevant adults and or carers. Examples of 'practical assistance' include helping to furnish a new property, acting as an escort for someone and transferring a person or items of property.
4. To undertake reviews of non-complex cases to ensure that the adult and or carer continues to be eligible for services provided by the Local Authority and that these services are the most appropriate resource to meet these eligible needs.
5. To provide information to adults and carers regarding universal services in the local community and where appropriate to signpost to these services.
6. To gather information in relation to new referrals so that decisions can be made by the Line Manager regarding the progression of the case.
7. To undertake mandatory and other training as required by the Local Authority and in some circumstances as identified by the Line Manager.
8. To work in an effective partnership with other agencies and professionals.
9. To undertake any other duties/responsibilities which are appropriate to the grade of this post.

Due to the nature of the role this may include working across teams and locations and outside of standard working hours.

Knowledge & Qualifications

Essential:

Knowledge

- Knowledge of relevant legislation including: Care Act 2014

Experience

- Good IT skills
- Communication skills
- The ability to work as a team member but also to use own initiative.
- Ability to identify when support/advice/guidance is required.
- Experience of working with members of the public

Qualifications

- English and Maths qualifications to Grade 4 or Grade C GCSE or above or equivalent
- Commitment to continuous professional development and willingness to undertake relevant training as required by the Local Authority.
- A current full driving licence and access to a car or means to mobility support

Desirable:

Knowledge

- Knowledge of legislation such as the Mental Capacity Act 2005
- Knowledge of the specific needs of adults with mental or physical health needs or learning disabilities
- The maintenance of the Local Authority's social care database including the accurate recording of case observations

Experience

- Experience of working in a social care environment

Qualifications

- A relevant social care or health qualification



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences

