

## Job Description

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care / Integrated Community Services – Community Resource Team / Early Intervention and Prevention Hub and Hospital Social Work Team
<b>POST:</b>	Social Work Assistant – Early Intervention and Prevention Hub
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Early Intervention and Prevention Hub Team Manager

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### JOB PURPOSE:

Following the requirements of the Social Services and Wellbeing (Wales) Act (2014) you will be working with social workers and other professionals, in a multidisciplinary environment or integrated team. You will work with adults who need support to maintain their independence and wellbeing and help them to achieve their agreed outcomes, in addition to supporting carers in their own right. Under the supervision of a suitably qualified practitioner, you may potentially carry a modest caseload or work directly with social workers on their cases, undertaking tasks such as assessments, and planning and arranging care and support, and support for carers. You will work with people in a strengths-based, outcome focused way, focusing on 'what matters' to people, their strengths and capabilities.

This role is based in the Early Intervention and Prevention Hub that provides a short term and front door response within Adult Social Care. You will provide information, advice, or assistance to people and their families and carers, to maintain independence and wellbeing through prevention and building resilience. This role will often be the first contact that anyone has had with Adult Social Care, it is therefore important that people have the opportunity to explain their situation and are listened to and supported in what often can be a difficult period of time.

You will actively promote our 'Strengths-Based Model of Practice-Working to Achieve Outcomes'.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- You may hold and be responsible for a delegated caseload in line with your skills and experience; and the management and co-ordination of any care and support required under the supervision of a suitably qualified supervising practitioner. You

may work collaboratively with a social worker, or other professional staff on specific cases; this could involve being the secondary allocated worker.

- You will carry out initial, time specific, proportionate assessments under the supervision of a suitably qualified practitioner, identifying eligible needs, and arranging care and support, where appropriate through universal and commissioned solutions, reviewing plans of care and support, and plans of support for carers, as required. You will be aware of risk assessments and their implications in your case work.
- You will work collaboratively with people using our services, their family, carers, and other supporters as appropriate, to ensure that the outcomes outlined in their individual plans of care and support are being met appropriately, focusing on 'what matters' to the individual.
- You will work in an integrated and multi-disciplinary partnership approach, working with other relevant agencies and professionals in a co-ordinated manner to address the needs of individuals, their families, and carers, and where appropriate other supporters and agencies, including sharing appropriate information in line with the General Data Protection Regulations (GDPR), ensuring confidentiality is maintained where possible.
- You will support and comply with the Directorate's Quality Assurance and Performance Management Frameworks as well as working within the Policies and Procedures of the Directorate and the Council.
- You will know, understand, and adhere to the requirements of Code of Professional Practice for Social Care, as required by Social Care Wales. The Code is a list of statements that describe the standards of professional conduct and practice required of those employed in the social care profession in Wales.
- You will maintain up to date recording on the electronic files, and relevant documents as required in line with the Directorates Case Recording Practice guidance.
- You will prepare for and participate in supervision as required by the Directorate's supervision policy. As well as supervision you will prepare and participate in annual appraisals, identifying personal development and training needs to maintain registration requirements along with being responsible for your own performance against agreed targets.
- You will be aware of and committed to the council's equality duty in the delivery of practice and care services and adhere to the Welsh language standards, participating in 'the active offer'.
- To adhere to the All Wales Safeguarding procedures.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Social Work Assistant - Early Intervention and Prevention Hub

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>City and Guilds Level 2 Health and Social Care plus: Core &amp; City and Guilds Level 3 Health and Social Care: Practice (Adults) or predecessor qualification OR</li> </ul>	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> <li>Evidence of study to A Level / Level 4 Diploma standard.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Be prepared to undertake a relevant Health and Social Care Qualification at level 4.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Evidence of continuing professional development.</li> </ul>	Yes	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Knowledge or experience of working with people living with multi-faceted, complex conditions.</li> </ul>	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> <li>Knowledge or experience, or demonstratable willingness to learn about current policy, statutory guidance, and the Law as it is applied in the delivery of social care services.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of working in partnership with statutory/voluntary organisations to promote the independence of people using services.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of working in a strengths-based, outcome focused way.</li> </ul>		
	<ul style="list-style-type: none"> <li>Knowledge of the Social Services &amp; Wellbeing (Wales) Act 2014 and other relevant legislation.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience in report writing and keeping records.</li> </ul>		
	<ul style="list-style-type: none"> <li>Knowledge of, or willingness to learn about the Welsh safeguarding procedures.</li> </ul>		

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions appropriately and competently with the support of the Team Manager, or appropriately qualified supervising practitioner.</li> <li>• Ability to provide advice to the public and other professionals on issues related to service and/or community provision.</li> <li>• To work to the Code of Professional Practice for Social Care.</li> <li>• Ability to work effectively in a multi-disciplinary setting as a team member.</li> <li>• Ability to prioritise own work and take responsibility for workload management and performance.</li> <li>• Effective interpersonal and people skills and the ability to manage and resolve conflict in a positive way.</li> <li>• Ability to communicate clearly and effectively, with the ability to present information in written and verbal form, as well as through the use of information technology.</li> <li>• A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into practice and support planning.</li> <li>• The ability to communicate through the medium of Welsh, and a commitment to the 'active offer'.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>