

# Kent County Council

## Job Description: *Social Work Assistant*

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**Directorate:** Adult Social Care and Health

**Unit/Section:** North Kent Provision

**Grade:** KSE

**Responsible to:** Team Manager

### **Purpose of the Job:**

To support Social Workers with discharge planning and transition into the community, for people currently in hospital settings. You will work under the direction of the Team Manager to deliver a range of community-based recovery and wellbeing services. To signpost Carers; to support, monitor and review the delivery of care services as agreed with people/their carers/providers to meet needs as stated in Care and Support Plans and in accordance with Directorate and County Council policy and procedures and national legislation.

### **Main duties and responsibilities:**

- To contribute to assessment, care and support planning relating to housing, self-directed support and benefit entitlement and provide direct enablement support where necessary.
- Maintain awareness of Safeguarding requirements, raise alerts as appropriate and contribute to inquiries.
- Support Social Workers in preparing appropriate paperwork to source and secure appropriate provision including residential care and supported living placements. Request financial assessments and contribute to the ongoing support, monitoring and reviewing of placements.
- Act as a resource for the team, supporting the identification of Carers and their access to assessments and services. Support and signpost carers and undertake complex Carers assessments where necessary. Agree support plans to meet eligible needs, accessing appropriate services in order to achieve the desired outcome of the plan. Ensure support plans and Carers data is accurately maintained on the electronic clinical record.
- Monitor and review standards of service delivery to ensure that all services are delivered to the agreed specification and standard and continue to be appropriate; arranging changes in service delivery in consultation with the Social Worker or Team Manager as necessary to continue to meet assessed needs.
- Support service users and Carers to access advocacy and in collaboration with other relevant staff, assist people towards independence and self-determination in relation to their care and support arrangements.
- Build links and partnerships with third party providers, individuals and carers groups in order to maximise the Multi-Disciplinary Team's access and engagement with community and wellbeing services. Support Social Workers to establish personal budgets and direct payments for service users and carers where appropriate.
- Refer people for financial assessments, where applicable in line with the Directorate's policy. Ensure that service users and carers are fully aware of their benefit entitlements in order to

maximise their available income and to enable the appropriate charge to be made when applicable.

- Maintain service user records by recording and up-dating all social care needs and financial assessments, all care and support plans (including costs, providers and monitoring arrangements, and all details of monitoring activity, using the KCC electronic system as appropriate). Ensuring verification of records where appropriate.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Social Work Assistant*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Diploma in Health &amp; Social care level 2 (or equivalent)</li><li>• Working towards/commitment to undertake level 3 (or equivalent)</li><li>• GCSE or equivalent in Mathematics and English</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Significant experience of working in a caring environment, including the undertaking of initial assessments and risk assessments and the drafting of care and support plans</li><li>• Experience of working within a multi-agency environment</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Able to demonstrate skills and abilities at the entry level of the Professional Capability Framework for Social Workers</li><li>• Good communication skills, both orally and written, in order to communicate effectively with service users and their families, colleagues and external agencies</li><li>• Computer literacy</li><li>• Ability to prioritise workload and to work effectively on own initiative as well as part of the team</li><li>• Ability to demonstrate a sensitive, tactful and empathetic response to clients and carers</li><li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li><li>• KCC is committed to an Equal Opportunities policy that respects people as individuals regardless of age, ethnic origin, gender, sexual orientation, disability, or religion. It is therefore essential that the post holder recognises that equal opportunities are an integral part of the Directorates service delivery and relationship with the public. The post holder will be required to work within anti-discriminatory practice</li></ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the needs of people with mental health, learning disability and/or autism</li> <li>• Knowledge of the welfare benefits system</li> <li>• Knowledge of the resources available in the local community and an awareness of new services and initiatives</li> <li>• Knowledge of the legislation underpinning the provision of social care services</li> <li>• Knowledge of legislation as it relates to Carers</li> <li>• Knowledge of legislation and multi-agency safeguarding procedures</li> <li>• Knowledge of key legislation – mental health and mental capacity legislation</li> <li>• Awareness of equal opportunities issues</li> <li>• Sound awareness of social issues and knowledge and experience of the problems relating to particular service users</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>