

Kent County Council

Job Description: Social Work Assistant – Early Discharge Planning Team

Directorate:	Adult Social Care and Health
Unit/Section:	Mental Health Early Discharge Planning Team
Grade:	KSE
Responsible to:	Team Manager

Purpose of the Job:

To work directly with adults who have care and support needs, their families, and carers, promoting independence, wellbeing, and safety. The Social Work Assistant supports people to make informed choices, undertake assessments under the Care Act, and develop strength-based, person-centered support plans in partnership with other professionals and agencies.

The post holder will need to work collaboratively with other professional agencies and organizations to optimize safe and timely discharge.

The role also involves adhering to relevant safeguarding and vulnerable adult protocols, ensuring that people are protected from harm while their wishes and rights are respected. You will support individuals and carers to access advocacy services where required, ensuring their involvement in all stages of assessment, planning, and review.

Main duties and responsibilities:

- To contribute to assessment, care & support planning relating to housing, self-directed support and benefit entitlement.
- Support safe and timely hospital discharges and community-based interventions.
- Identify and respond to safeguarding concerns, following Adult Protection and Vulnerable Adult Protocols.
- Support the Team Leader and Social Workers in preparing appropriate paperwork for the Practice Assurance Panel, sourcing residential care and Supporting Independence (SIS) placements, request financial assessments and contribute to the ongoing support, monitoring and reviewing of placements.
- Identify carers and facilitate their access to assessments and appropriate services. Undertake comprehensive assessments to identify eligible needs. Develop and agree support plans that address these needs, ensuring access to suitable services to achieve desired outcomes. Maintain accurate and up-to-date records of support plans and carers' information within the electronic clinical record system.

- Support people and Carers to access advocacy services and community resources.
- Build links and partnerships with 3rd party providers, individual users and carers groups. Act as a resource to the team maintaining awareness of community resources and supporting Social Workers to establish personal budgets and direct payments for service users and carers where appropriate.
- Refer people for financial assessments in line with the Directorate's policy to 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 people's records by recording and updating all social care needs and financial assessments, all care and support plans/support plans (including costs, providers and monitoring arrangements, and all details of monitoring activity, using the Mosaic and RiO systems 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 – Early Discharge Planning Team

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.

	CRITERIA
QUALIFICATIONS	Diploma in Health & Social care level 2 Working towards/commitment to undertake Level 3 GCSE or equivalent in Mathematics and English
EXPERIENCE	Proven experience of working in a caring environment, including the undertaking of initial assessments and risk assessments and the drafting of care & support plans. Experience of multi-agency/partnership working. Experience in supporting people with high level complex needs
SKILLS AND ABILITIES	Able to demonstrate skills and abilities at expected at the Level 2 Diploma. Good communication skills, both orally and written, in order to communicate effectively with people and their families, colleagues and external agencies IT skills and effective use of Microsoft Office programs Ability to prioritise workload and to work effectively on own initiative as well as part of the team Ability to demonstrate a sensitive, tactful and empathetic response to clients and carers Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day. Ability to work as part of a team and with staff at all levels (excluding external partners) Ability to prioritize, forward plan and work effectively on own initiative as well as part of a team Innovative thinking and an awareness of new services and initiatives meet eligible needs and a positive approach towards meeting outcomes and promoting independence Undertake critical reflection and seek personal development opportunities. Willingness to learn through practice, supervision and training Ability to work flexibly and reacting for business continuity, including cover

	for bank holidays, weekends and evenings.
KNOWLEDGE	Knowledge of the needs of people with mental health needs. Knowledge of the welfare benefits system. Compliance with information governance, record retention, confidentiality issues and the General Data Protection Regulations. Knowledge of the resources available in the local community and an awareness of new services and initiatives. Knowledge of relevant social care legislation, policy and procedures Knowledge of legislation as it relates to Carers. Knowledge of legislation and multi-agency safeguarding procedures. Knowledge of key legislation – mental health and mental capacity legislation Understanding of the Equality Act 2020 and principles of anti-discriminatory practice Understanding of the local authorities' duties in safeguarding adults and children. Sound awareness of social issues and knowledge and experience of the problems relating to particular people we support.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making