

## Kent County Council

### Job Description: *Social Work Assistant – Early Discharge Planning Team*

---

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Mental Health Early Discharge Planning Team</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Team Manager</b>

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

To undertake timely Care Act assessments, developing Care and Support plans to address unmet eligible needs and assisting with CNP applications, care needs matrix for costed packages with the support of the social workers. The post holder will need to work collaboratively with other professional agencies and organizations to optimize safe and timely discharge. Your role will involve finding creative solutions to meet needs whilst ensuring that a person-centered and strengths-based approach is implemented. You will need to liaise with housing providers and other KCC departments whilst considering vulnerable adult protocol. You will need to support service users and carers to access advocacy.

To develop strong links with volunteer sector etc. To support and monitor the delivery of care services as agreed with the people we support; and (under the direction of the Operational Team Leader) in order to meet needs as stated in Care & Support Plans/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 & support planning relating to housing, self-directed support and benefit entitlement.
- Support the Team Leader and Social Workers in preparing appropriate paperwork for the Complex Needs Panel, sourcing residential care and Supporting Independence (SIS) 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 access to assessments and services. Receive referrals in line with the carers' assessment pathway and undertake assessments. Agree support plans to meet eligible needs, accessing appropriate services to achieve the desired outcome of the referral. Ensure support plans and Carers data is accurately maintained on the electronic clinical record.
- Monitor and review standards of service delivery through contact with Carers, 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 Operational Team Leader as necessary to continue to meet the needs of the Carer.

- Support people and Carers to access advocacy, including making a contribution to the receivership process and cases where Power of Attorney and Court of Protection issues apply, in collaboration with other relevant staff in order to assist clients towards self-determination of their care and support arrangements.
- Build links and partnerships with 3<sup>rd</sup> 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.

# Kent County Council

## Person Specification: *Social Work Assistant*

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
<b>QUALIFICATIONS</b>	<p>Diploma in Health &amp; Social care level 2 Working towards/commitment to undertake Level 3</p> <p>GCSE or equivalent in Mathematics and English</p>
<b>EXPERIENCE</b>	<p>Proven experience of working in a caring environment, including the undertaking of initial assessments and risk assessments and the drafting of care &amp; support plans.</p> <p>Experience of working within a multi-agency environment</p>
<b>SKILLS AND ABILITIES</b>	<p>Able to demonstrate skills and abilities at the entry level of the Professional Capability Framework for Social Workers.</p> <p>Good communication skills, both orally and written, in order to communicate effectively with people and their families, colleagues and external agencies</p> <p>Computer literacy</p> <p>Ability to prioritise workload and to work effectively on own initiative as well as part of the team</p> <p>Ability to demonstrate a sensitive, tactful and empathetic response to clients and carers</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</p>
<b>KNOWLEDGE</b>	<p>Knowledge of the needs of people with mental health needs</p> <p>Knowledge of the welfare benefits system</p> <p>Knowledge of the resources available in the local community and an awareness of new services and initiatives</p> <p>Knowledge of the legislation underpinning the provision of social care services.</p> <p>Knowledge of legislation as it relates to Carers</p> <p>Knowledge of legislation and multi-agency safeguarding procedures.</p> <p>Knowledge of key legislation – mental health and mental capacity legislation</p> <p>Awareness of equal opportunities issues</p>

	Sound awareness of social issues and knowledge and experience of the problems relating to particular people we support
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul>