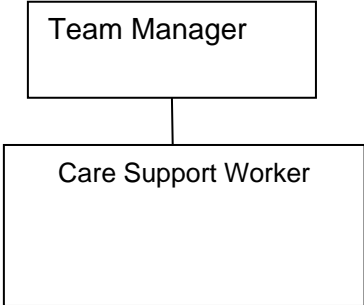


Job Description

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| Department: | Adult Social Care |
| Division/Section: | Care Services Delivery |
| Job Title: | Care Support Worker |
| Grade: | Grade 7 |
| Reports to: | Team Manager |
| Organisation Chart: Show immediate manager and any jobs reporting to this post. |  <pre> graph TD TM[Team Manager] --- CSW[Care Support Worker] </pre> |
| Does the post involve working in regulated or controlled activity with children or vulnerable adults? CRB Check applicable? | <p>Regulated <input checked="" type="checkbox"/> Controlled <input type="checkbox"/> Neither <input type="checkbox"/></p> <p>Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/></p> |
| | <p>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</p> <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| Line Management responsibility for: | <p>No. of direct reports: None</p> <p>No. of indirect reports: None</p> |
| Job Purpose: | <ul style="list-style-type: none"> • To assess the needs of individuals who either potentially or currently meet the eligibility criteria for services from the department where needs are of a less complex nature • Agree, implement, monitor and review care plans to ensure that services meet the needs identified and achieve the desired outcomes for individuals. • To act as key worker for designated clients. • To work effectively within the multidisciplinary team to ensure care is well coordinated for those most at risk of requiring a long term home care package or admission to care homes. • To promote dignity, choice and independence, supporting adults to be involved in and take control over decisions affecting their lives. |

Main Duties and Responsibilities:

- Work as part of an integrated team and, together with other colleagues, undertake assessments in line with the single assessment process.
- Monitor and review of needs, developing care plans, ensuring effective implementation of re – ablement services/or other directly provided services as appropriate.
- Communicate effectively both in writing and verbally, with service users and colleagues.
- Work as part of a team.
- Identify issues that require complex social work intervention including safeguarding and refer on to senior team members.
- Work directly to a senior team member, particularly where a person's needs fluctuate between limited and complex care plan provision or work jointly with another team member where appropriate.
- Prioritise and manage a caseload with support from a senior team member.
- Visit people within their own homes taking into account cultural and religious requirements.
- Maintain a fair, calm and sensitive approach in all situations with colleagues and service users.
- Carry out final reviews following a period of re - ablement to identify service users' needs, and develop care plans taking into account eligibility criteria.
- Maintain accurate and up to date records in accordance with policies and procedures.
- Organise networks of care for those people with perceived less complex care needs, liaising with other professionals and service providers to ensure appropriate provision of services.
- Implement and work to agreed quality standards for the service, including standards which support equality and value diversity.
- Car driver with full licence.
- Willingness to travel between locations.

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| Generic Responsibilities: | <p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p> |
| Flexibility Clause: | Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments. |
| Variation Clause: | <p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p> |

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| DATE: | 22.05.2012 | COMPLETED BY: | Debbie McQuade |
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