

**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION QUESTIONNAIRE**

**JIN4530**

<b>Job Title:</b>	Social Work Assistant
<b>Reports to:</b>	Assistant Operations Manager
<b>Department:</b>	Health & Adult Social Care
<b>Section:</b>	Assessment Service

**Purpose of the Job**

Under the practice guidance of Registered Social Workers, Social Work Assistants (SWA) provide a vital social work support service to adults with care and support needs and their carers through assessment, safeguarding, support planning and review in accordance with statutory requirements and departmental procedures. Working as part of a team, social care worker duties are informed by social work knowledge, legislation, statutory guidance and policy and procedures relating to the social care of adults and their carers. They undertake assessments and co-ordinate services to improve outcomes for adults in need of care and support in accordance with our strategic priorities.

The role may also include undertaking urgent visits and provides assistance and support to adults who are in crisis.

**Principal Accountabilities**

1. Enabling the Local Authority to discharge its assessment duties under the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 2007 and other key legislation and guidance
2. In relation to the safeguarding of adults in need of care and support, work within local policies and procedures and in accordance with Section 42 of the Care Act 2014.
3. Working with Children, Families & Learning social work colleagues where the protection and / or welfare of children needs to be considered.
4. Provide information, advice and guidance to people contacting or being referred to the service; this may include participating in a helpdesk/duty system under guidance.
5. Assess, prescribe and demonstrate the safe use of daily living equipment, minor adaptations, and assistive technology (Telecare) to promote the independence of adults with care and support needs, and their carers

6. Responsible use of resources to enable eligible support needs to be met through a personal budget, in accordance with the Scheme of Delegation and the Care Act 2014, including exploration of eligibility for other sources of funding such as Continuing Health Care
7. Support Registered Social Workers and others with the preparation of Court of Protection applications, for example in situations of domestic deprivation of liberty, DoLS and termination of tenancy.
8. Maintain a good working knowledge of local and national services and sources of support, including welfare benefits in order to effectively signpost/refer adults with care and support needs and their carers to appropriate support services
9. Participate in local events and activities to support the early identification of adults with care and support needs and their carers, to raise awareness of support available to meet needs, and to reduce, delay or prevent the development of needs in the future

### **General Accountabilities**

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy
- To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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### **PERSON SPECIFICATION**

<b>Job Title:</b>	Social Work Assistant
<b>Reports to:</b>	Assistant Operations Manager
<b>Department:</b>	Health and Adult Social Care
<b>Section:</b>	Assessment Service

#### **Essential Criteria**

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of the Care Act 2014, other legislation and statutory guidance, policies &amp; procedures relevant to the social care of adults and their carers</li><li>• Knowledge of relevant housing legislation</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with, and a demonstrable awareness and understanding of the social care, physical and mental health and housing issues that affect vulnerable people with a variety of needs.</li><li>• Experience and understanding of providing a direct service within professional boundaries and of working under pressure and to tight deadlines</li><li>• Experience of liaising and working with other agencies and professionals</li><li>• Experience of applying relevant legislation and social care policy to inform practice</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Assessment skills and the ability to assess and manage risks including where working with Section 42 of the Care Act and the Mental Capacity Act</li><li>• Ability to work with young people moving from children's social work to into adult social work services</li><li>• Ability to work alone, under own initiative, and to recognise when to seek support</li><li>• Ability to make decisions under pressure and in crisis situations and knowing when to seek support.</li><li>• Ability to work within professional boundaries</li><li>• Ability to use self, practice knowledge and theory in practice</li><li>• Skills to promote and sustain effective professional relationships with others, including people with care and support needs, other professionals and relevant agencies</li><li>• Ability to demonstrate professional credibility in a wide range of settings</li><li>• Ability to communicate clearly, both verbally, and by providing intelligible, comprehensive and detailed reports and recording</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• To demonstrate commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy. With a commitment to challenging discrimination and working in a non-judgemental manner.</li></ul>

