

Job Title:	Social Care Practitioner
Reports to (job title):	Senior Practitioner or Team Manager
Line Manager to:	N/A

Job purpose

As part of an integrated Health and Social Care organisation, the social work service plays a key role in meeting the needs of the people of Bath and North East Somerset. Social Care Practitioners within HCRG Care Group are responsible for helping to carry out the 'delegated responsibilities' given to us by B&NES Council.

As a Social Care Practitioner, you will work alongside social workers and other professionals to support adults who may have a physical disability, a learning disability or mental health issues / substance misuse and may be experiencing social, emotional and practical challenges in managing their daily lives. You will provide advice and information about resources and services available in their community to maximise the health, wellbeing and independence of individuals. Where necessary you will take appropriate actions to address immediate needs and to respond to those individuals who are in crisis. You will also facilitate discharge arrangements from hospital and intermediate care services

On behalf of the Council, you will undertake Care Act 2014 assessments for adults and carers and determine eligibility for funded support via a personal budget to meet identified needs. You will develop and review person centred care plans to meet the objectives identified by the assessment. You will work creatively with carers to support them in their caring role.

Where necessary you will arrange for individuals to move into a residential or nursing home setting.

As a Social Care Practitioner you will be expected to work closely with other community services and teams including health care colleagues such as GP's, Community Matrons and District Nurses. You will attend multi-disciplinary meetings on behalf of the team which aim to prevent unnecessary hospital admission.

NB The postholder may be required to work in different locations / teams depending on service requirements.

This post is responsible for

Key Responsibilities:

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- To participate in a duty system following incoming enquiries to the team and, where appropriate, to act as the first point of response
- To gather information about an individual's presenting circumstances, identify any immediate risks and plan actions and interventions accordingly
- Using a strengths based model to support individuals to develop systems of support and to utilize resources and services in their own community by providing appropriate advice and information
- To act as a 'trusted assessor' in order to provide basic equipment to promote the individual's independence and ability to self-care
- Undertake Care Act, and Carers' Assessments to determine eligibility for funded social care support
- Undertake straightforward Mental Capacity assessments and, where appropriate, complete Best Interests Decisions in accordance with the Mental Capacity Act 2005
- To act as a co-worker under the direction of a qualified colleague to undertake clearly defined elements of work where this is likely to produce the best outcome for the individual
- Prepare and cost person-centred support plans in line with agreed procedures
- Commission care and support as appropriate from approved providers, using agreed procedures and processes
- Promote the use of Direct Payments to meet identified needs
- Monitor the quality of care provided and review support plans in the community and residential and nursing home placements
- Submit funding applications and adhere to panel processes as required
- Input and extract data from computer systems relevant to the job
- Adhere to organisational guidelines and policies to support the team in its delivery of performance targets and standards
- Maintain close links with other services and professionals and attend MDT meetings as required in order to meet the assessed needs of individuals
- To maintain a full caseload and to discuss with managers any instances where the complexity of work maybe exceeding the remit of the role
- To assist with the induction of new staff as required

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets

- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Job Description

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- A recognised health or social care qualification e.g. NVQ 4 or equivalent, or nursing qualification, or allied health professional qualification
- Experience of working directly with older people and / or disabled people
- Knowledge and understanding of the legislation that applies to social care practice
- Ability to develop skills in assessment, support planning and undertaking reviews, working in an empowering, person-centred way
- Effective verbal and written communication skills
- Good working knowledge of relevant work related systems, procedures, equipment and technology
- Ability to form good working relationships with colleagues and other agencies
- Ability to manage a caseload and prioritise own workload independently
- Knowledge of Safeguarding Adults policies and issues

Desirable

- Previous experience in a similar or equivalent multi-disciplinary setting
- Experience of assessment, support planning and undertaking reviews, working in an empowering, person-centred way
- Experience of applying eligibility criteria/thresholds
- Good understanding of 'strengths based' principles
- Experience of facilitating meetings and skills in negotiating outcomes

Other requirements: Worker must have access to a vehicle to enable travel across the area, subject to the provisions of the Equality Act 2010.

Employee signature

Manager signature
