

## Job specification

**Job title: Social Care Officer**

**Service: Hospital Discharge Team**

**Grade: 6**

**Reporting to: Social Care Officer Supervisor**

### Your job

As a Social Care Officer within the Integrated Discharge Team you will be responsible for carrying out proportionate social care assessments and where reablement or support plans on a rota basis which will include weekends and bank holidays. You will work on a "Home First" approach, using an asset-based approach to promote independence and help restore/maintain a person to remain within their own homes. Primarily based at the Royal Albert Edward Infirmary, you will work in partnership with health colleagues to provide an integrated, multidisciplinary team approach.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### In this job you will

In the next 12 months, you will:

- Work with individuals to create their support plan, understanding their needs, aspirations and expectations.
- Carry out proportionate reablement care assessments and social care assessments
- Carry out reviews of existing social care packages and make low level changes as necessary.
- Provide information, advice and support to individuals to enable them to make choices about the type and level of support they require to live the life of their choosing.
- Promote Direct Payments providing information and support as individuals required.
- Produce accurate records and provide written reports in line with departmental procedures.
- Liaise with Social Workers, Health Professionals on a daily basis ensuring opportunities for joint partnership working are maximised.
- Identify opportunities to improve the service and support the team with planned improvements.
- To carry out the role of Duty Social Care Officer and to arrange emergency care support, this is on a rota basis.

On an ongoing basis you will:

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- Extensive experience in working with individuals and families.
- Have experience of working with and empowering people who use social care services.
- Have experience of working effectively with professionals.
- Be able to demonstrate knowledge and understanding of a person-centred approach to social care.
- Be able to work in an asset-based approach to service delivery, commitment to enabling people to speak up for themselves and to represent people's views accurately.
- Be able to work with multiple stakeholders in an interagency context.
- Be able to work under pressure and be able to respond in a timely manner to emergencies.
- Be able to work flexibly in our approach to hours including weekends/bank holidays on a rota basis.
- Be able to prioritise and manage a case load.
- Should have a good understanding of safeguarding procedures

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough