

## BCP Pay and Reward



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<b>Reference Number</b>	MUL085
<b>Role Title</b>	Social Work Assistant II
<b>Directorate</b>	Multiple
<b>Department</b>	Multiple
<b>Reports to</b>	Social Work Team Leader

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### Role Purpose

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To support the assessment process and arrange, organise and co-ordinate the implementation of care plans, to ensure the access to and delivery of high quality support services and interventions for vulnerable citizens in Bournemouth, Christchurch and Poole. As an experienced Social Work Assistant, this role carries a basic caseload that will be worked under guidance and with close supervision from professionally qualified practitioners and managers.

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## Accountabilities

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- Undertake assessments to identify needs, in accordance with the relevant assessment process and with support and supervision from professionally qualified practitioners and managers, and contribute to more specialist assessments and report preparation. This will include gathering information from other agencies and services.
  - Compile care planning and the care provision on an agreed caseload of less complex cases, working with significant support and supervision from professionally qualified practitioners to analyse assessment results, so that appropriate support is defined.
  - Implement care plans for service users to meet assessed needs by planning, arranging and scheduling care services and identified support activities, to ensure that all necessary actions and activities are arranged and delivered within necessary timescales. There is a need to determine how best to organise resources to deliver a range of care activities to meet needs with limited resources.
  - Monitor the delivery of activities, actions and services specified in the plan to ensure that they are delivered according to agreed timescales and standards, and visit service users to check that identified needs are being met in the best way possible. Where services are no longer meeting the assessed need or might require changes, this is identified and escalated to the appropriate senior colleague with suggested recommendations for appropriate changes or actions.

- Provide information, advice and support to service users and their families about all aspects of support and care available, so that service users understand what options and wider support is available for them. This includes referring people to other statutory agencies and services such as those in the voluntary and community sector.
  - Assist with negotiating and securing funding for individual care packages in accordance with funding and budgetary procedures, so that the appropriate funding is secured.
  - Communicate effectively with service users, taking a person-centred working approach to ensure that they are able to participate in planning and decision making regarding their own lives.
  - Recognise risk and safeguarding issues, escalating issues to more senior colleagues to ensure that situations are addressed at the earliest possible opportunity.
  - Maintain accurate case records in line with national and local policies and requirements, to ensure information is accessible and auditable.
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## **Knowledge / Skills / Experience required**

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- NVQ Level 3 in a social care related discipline.
  - Experience in social care and delivering front line social work support including assessments.
  - Experience in co-ordinating and organising resources and activities.
  - Experience in co-ordinating actions across multiple agencies.
  - Knowledge of policies, processes and procedures relating to social care and understanding of best practice.
  - Knowledge of statutory framework and legislation overseeing social work.
  - Ability to establish effective relationships with service users.
  - Ability to communicate clearly, using empathy and understanding.
  - Ability to prioritise own work and managing own time effectively.
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## **Dimensions of role**

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- This role does not have any supervisory or management requirements.
  - This role does not manage any direct budgets.
  - Planning will typically be over days and weeks, focused on a caseload.
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## Notes

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**Date:** 01/02/2021

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### **Working Conditions:**

- As a mobile worker visiting service users, a working day will include some walking and standing, but with the ability to vary and control this.
  - Work entails home visits, where there is potential exposure to unpleasant environments, such as smoke, dirt, unpleasant smells, and hazardous substances. There is limited ability to control this exposure.
  - In working with vulnerable members of the community, the role will need to maintain composure and concentration in spite of sometimes challenging circumstances and behaviour.
  - The role holder will be exposed to upsetting cases and sometimes witness distressing or traumatic circumstances as part of the job, though this may be witnessed more indirectly than for qualified case-holding practitioners (e.g. through case notes).
  - The role holder may have to deal with confrontation, conflict, hostility and challenging behaviour from service users and their families.
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**Working  
Arrangements:**

- The role may be required to work outside of normal office working hours.
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Accessibility