Job Description

Date: March 2015
Post Title: Social Work Assistant
Post No.: SSAC0112
Grade: Grade 5
Section: Adult Teams
Service Area: Community Care and Adult Services
Service Grouping: Social Well-being and Housing
Responsible To: Team Manager

Job Purpose
To support the Duty Team in the delivery of services.
Undertake low level assessments across adult services

Key Results Areas

1.0 Operational Activities
1.1 To handle enquiries from the general public, known and potential service users.
1.2 To offer advice on the services provided by the Department or re-direct enquiries as appropriate.
1.3 To take referrals and process according to Departmental guidelines and standards.
1.4 Undertake Telecare assessments and allocate Telecare equipment as appropriate.
1.5 Assess for some OT equipment allocation and delivery.
1.6 Short term case work assessments requiring low level support.
1.7 Any other business as directed by the Senior Practitioner officer during the day.
1.8 To inform the Senior Practitioner Duty lead of any concerns which arise in relation to the safety of service users.
1.9 To work in partnership with Service Users, Service Providers and the Voluntary Sector.

2.0 Administration
2.1 To ensure that all record keeping is accurate and complete, using the appropriate Departmental IT systems as appropriate.

3.0 Team Contribution
3.1 To generally assist colleagues to ensure the smooth running of the front end and duty process within Adult services.
3.2 To be prepared to pool knowledge and develop knowledge base of other client groups.

4.0 Supervision Received
4.1 To receive supervision from the Senior Practitioner in line with the Departmental Supervision Policy.
5.0 Equal Opportunities

5.1 To promote the Authorities Equal Opportunities Policy in both Service Development and Employment related issues.

Qualifications and Experience

Educated to "A" level standard or possess a Social Care Qualification
Experience of working with elderly and disabled

Supervisory Responsibilities

None

Supervision Received

Senior Practitioner

Principal Contacts

Colleagues
Senior Practitioners/Social Workers/OTs
Outside Agencies
Service Users and Carers

Special Conditions

Disclosure and Barring Service Disclosures
This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council’s approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
# Job Requirement

**Date** March 2015  
**Post Title** Social Work Assistant  
**Service Area** Community Care and Adult Services

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
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<tbody>
<tr>
<td><strong>Education/Qualifications/Knowledge</strong></td>
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<tr>
<td>1.1 Educated to &quot;A&quot; level standard or possess a Social Care Qualification.</td>
<td>E</td>
<td>Application Form(S)/Interview</td>
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<td>1.2 An understanding of or capacity to gain an understanding of the principles of social work practice and underpinning legislation.</td>
<td>E</td>
<td>Interview</td>
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<td>1.3 Be familiar with the services provided by the Service Sector.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
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<tr>
<td><strong>Experience</strong></td>
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<td>2.1 Be able to demonstrate experience of working with Adults in a social care setting or undertaking voluntary work with this client group.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
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<td>2.2 Demonstrate an understanding of Assessment and Care Planning Management.</td>
<td>D</td>
<td>Application Form/Interview</td>
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<td>2.3 Experience of working with frail and vulnerable adults.</td>
<td>E</td>
<td>Application Form</td>
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<td><strong>Aptitudes and Skills</strong></td>
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<td>3.1 Be able to work within a complex professional environment.</td>
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<td>Interview</td>
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<td>3.2 Be able to work under pressure and handle sometimes conflicting demands.</td>
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<td>Application Form (S)/Interview</td>
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<td>3.3 Be able to work directly with colleagues, undertaking joint tasks.</td>
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<td>Interview</td>
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<td>3.4 To understand the boundaries of the role.</td>
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<td>Interview</td>
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<td>3.5 Be able to work alone and use initiative within boundaries set by Team Manager/Senior Practitioner.</td>
<td>E</td>
<td>Interview</td>
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### Personal Attributes

| 4.1 | Be able to communicate effectively verbally and in writing with colleagues. | E | Application Form (S)/Interview |
| 4.2 | Be prepared to learn or have IT knowledge/skills. | E | Application Form (S)/Interview |

### Circumstances

| 5.1 | Welsh Speaking. | D | Application Form |

### Equal Opportunities

| 6.1 | Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council | E | Interview |