

Social Care Worker Job Description

Job Purpose

The key purpose of this post is to contribute to the achievement of the objectives of the service, within Together's policies and practices. These duties are to be carried out in the context of Together's value system and in compliance with the best of care practice and as outlined in the GSCC Code of Conduct for Social Care Workers.

Accountable to Project Manager.

The Social Care Worker is expected to demonstrate the following competencies in carrying out his/her duties:

Support People who use the Service

- Work with service users in a way that promotes their equality, diversity and rights.
- Develop relationships with the people that use the service and establish and maintain effective communication with these people.
- Obtain information about people who use the service, assess their needs and contribute to the planning about how these needs can be met. Passing information onto others on a need to know basis only.
- Contribute to the protection of individuals from abuse.

Contribute to Team Work

- Make a positive contribution to and work constructively within the team.
- Contribute to the development of others in the team.
- Develop your own abilities to enhance work performance.

Contribute to Activities

- Work in a way that ensures the service is delivered in compliance with relevant legislation, Together's values, policies and practices and contractual requirements.
- Ensure that all the information necessary for the efficient and effective running of service is collected and disseminated appropriately
- Keep appropriate records of communications and work and file them appropriately.
- Promote, monitor and maintain health, safety and security in the workplace.

Person Specification

In addressing each of these criteria, candidates must evidence their statements - it is not sufficient to state that you possess the competence

	Short-listing criteria	Essential	Desirable
1	At least 18 years of age to work in the project and at least 21 years of age to do sleep in duties	✓	
2	Communication Skills	✓	
3	Ability to work flexibly including evenings, sleep-ins and weekends	✓	
4	A understanding of the needs and experiences of people with serious mental health problems	✓	
5	A commitment to promoting user choice	✓	
9	Domestic skills		✓
10	An understanding of care planning		✓
11	An understanding of discrimination and its effects		✓
12	An understanding of team work		✓
13	An ability to work independently		✓
14	Evidence of training and learning		✓
15	A knowledge of the Benefits System		✓

Where candidates lack the competencies identified as 'desirable' in the Person Specification, they will be required to address these as a priority if appointed to the post.

Confidentiality

- Information relating to users must be treated in the strictest confidence and discussed only within the project with the appropriate members of staff or with named assessor/care co-ordinator.
- Information relating to staff must be treated in the strictest confidence and discussed only with other senior staff or line manager.

This list is not exhaustive and amendments and additions may be required in line with future policy changes.

Equal Opportunities Statement

We acknowledge the unique contribution that all Together employees and service users can bring to the work of the projects and the organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status, nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

Full details may be found in the Human Resources Policy and Procedure Manual. Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.