



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

Standard Template

JOB TITLE:	Social Care Facilitator		
GRADE:	Grade 7	SERVICE AREA:	Adult Social Care
JOB CODE:	SCI32SOCIG7		
REPORTS TO:	Team Manager/ Advanced Practitioner	LOCATION:	To be advised.
SPECIAL CONDITIONS:	<p>Enhanced DBS • Ability/willingness to travel efficiently from location to location around the borough • Some working outside of normal office hours may be required, within usual TOIL and flexi time arrangements</p> <p>• This post is covered by the Government’s Code of Practice on the English Language Fluency Duty for public sector workers. The post-holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</p>		

1. Main purpose of the job role:

- Within the context of self-directed support and personalisation work as a member of a multi-skilled team responsible for meeting the assessment, care management and support needs of vulnerable adults.

2. Role specific duties and accountabilities:

1. Contribute to effective support planning to enable citizens and carers to make their own decisions by exercising choice, encouraging independence and access to community resources to meet their assessed needs.
2. To facilitate and contribute to the assessment of the needs of vulnerable adults and their carers feeding into the process of specialist and more complex assessments, in line with the principles of self-directed support and single assessment.
3. To support citizens to promote their health, wellbeing, choice and control with full regard to their mental capacity.
4. To undertake allocated care management duties.
5. To communicate and engage with service users and their family/carers in a person centred approach.
6. To work closely with other members of the multi-disciplinary team.
7. To work flexibly with other colleagues from other disciplines and other community agencies in enabling people to access community resources, lead independent lives and make their own decisions.
8. To participate in individual and team development activities
9. With appropriate training to identify in the course of an assessment, the need for simple items of assistive equipment and to order provision where appropriate.
10. With appropriate training to identify in the course of an assessment, the need for more complex equipment and adaptations and to refer to the relevant specialist for assessment.
11. Be committed to promoting anti-oppressive /anti discriminatory practice.
12. Use IT equipment as required within the context of this role, record work undertaken and ensure case notes are clear, concise and recorded in a timely manner.
13. To work at all times to the Mental Capacity Act Code of Practice.
14. To work in accordance with the Council’s Health and Safety and Equal Opportunities Policies, including Lone Working Policies and Protocols.

15. Undertake such other duties as the council may reasonably require commensurate with the grading of the post.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Social Care Facilitator	GRADE G7	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	AI	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	AI	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	AI	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	AI	3
Abilities/Skills: (refer to JE guidance document)		
Ability to communicate and engage successfully with citizens and their family / carers.	A/I	3
Ability to work effectively as a member of a multi skilled team	A/I	3
Ability to communicate successfully within the organisation and with a range of external organisations	A/I	2
Ability to advocate on behalf of others	A/I	3
Ability to work in partnership with others	A/I	3
Ability to record work in a timely manner, prepare reports as required and maintain case notes that are clear and concise.	A/I	3
Basic IT skills as required within the context of this role	A/I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Demonstrate understanding of the needs of vulnerable adults and their family / carers.	A/I	3
Demonstrate understanding of the concept of personalisation and self-directed support to enable citizens to live independent lives exercising choice and control in decision making working in a re-abling manner.	A/I	3
Demonstrate understanding of the assessment and care management process, i.e. the assessment of an individuals' needs, person centred support planning, and the review/reassessment process.	A/I	2

Broad understanding of the range of available resources to support citizens to maintain their independence.	A/I	2
Understanding of the importance of signposting to universal services.	A/I	3
Understanding of the need to respond proactively to customer feedback including learning from complaints and compliments	A/I	3
Broad understanding of the Core Principles of the Mental Capacity Act 2005.	A/I	2
Demonstrate commitment to learning and development.	A/I	2
Demonstrate commitment to working in an anti-oppressive/anti discriminatory manner.	A/I	3
Experience of working with a range of colleagues across disciplines/agencies in a collaborative and integrated manner.	A/I	3
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Evidence of continuous professional development.	A/I	2
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
None required.		
Other Essential Requirements		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Prepared by:		Date: