



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Social Care Practitioner
Service	Adult Social Care and Health/Integrated Mental Health Service
Team	Adult Social Care, Safeguarding and Mental Health
Location	Mental Health Social Care Team
Reports to	Team Manager / Registered Professional
Worker Style	Hybrid - remote working with attendance at Resource House, Council offices and community locations as required
Responsible for	None
Grade	Career Grade 5/6
Contract Type	Permanent
Post number (if known)	705076

Main Accountabilities	
1.	Work with adults and their carers using a strengths-based approach, providing tailored advice, information and signposting to support independence and safety in the community, and identifying prevention plans that avoid, reduce or delay formal long-term care.
2.	Accept adult social care referrals; complete assessments; contribute to personal budgets; create, implement and review support plans in line with legislation, statutory guidance, local policy and procedure.
3.	Identify and raise safeguarding concerns and contribute to protection plans under multi-agency safeguarding adults' procedures. Work in a person-centred way that respects dignity, culture, communication needs, choices and aspirations, arranging advocacy and applying positive risk-taking where required.





4.	Work collaboratively with other Council teams, health partners, providers and voluntary organisations so that needs are met appropriately. Support access to relevant funding, including Continuing Healthcare referrals and timely local authority financial assessment when commissioned support is identified.
5.	Carry a designated workload and support registered practitioners as directed. Maintain accurate social care records, including referrals, assessments, support plans, reviews, risk assessments, contacts and case notes.
6.	Maintain awareness of the social, political and financial environment in which the Council operates, and undertake other duties appropriate to the grade, competence and confidence of the post holder. Progression requires all stated criteria to be met, including at least one year in WBC Adult Social Care, contribution to staff development or mentoring, leadership or project work in a specialist area, and more complex casework involving risk and/or the Mental Capacity Act under registered-practitioner supervision.

Person Specification	Essential	Desirable
Education/Qualifications	GCSE Maths and English or equivalent.	Social care qualification.
Experience	Experience of working in a health or social care setting, or in a customer-facing role. Motivation to work using a reablement approach to support independence For progression: experience of more complex cases involving risk management and/or the Mental Capacity Act under registered-practitioner supervision.	Experience of working with vulnerable adults. Experience of working within an Occupational Therapy setting
Skills/Knowledge	Competent IT skills and ability to learn adult social care recording systems; excellent written and verbal communication; ability to engage people with diverse communication needs; ability to work under pressure and maintain professional composure; ability to relate to people from diverse social, economic and cultural backgrounds; applied knowledge of confidentiality and data protection; awareness of the effects of ill health, disability, social disadvantage and poverty; awareness of the impact of caring; awareness of safeguarding principles. For progression: developed knowledge and experience in a specialist area of service provision.	Working knowledge of key adult social care legislation and guidance.

Purpose Details	
Service Purpose	The Integrated Mental Health Service provides specialist social care interventions for adults with a serious or suspected mental health condition, including statutory Mental Health Act work and social supervision. The service supports people to live safely in the community, maximise their strengths and independence, and supports carers in their caring role for as long as they wish to continue.





Role Purpose	Based within the Integrated Mental Health Service, the post holder works under the supervision of a registered practitioner to undertake direct work with adults and carers. Using a strengths-based approach, they assess needs, contribute to personal budgets, develop and review support plans, support carers and seek to prevent, reduce or delay formal care in accordance with the Care Act 2014, Mental Capacity Act 2005 and other relevant guidance.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Organisation Chart - Integrated Mental Health Service



Supervision and Relationships	
Supervision Received	Regular formal supervision, with ad hoc guidance and support from a registered practitioner.
Supervision Given	None.
Contacts	Adults using services, carers and families; Mental Health Social Care colleagues; NHS mental health and acute hospital teams; other Council services; care providers and commissioners; housing; voluntary and community organisations; Police, Fire and ambulance services; finance, legal and safeguarding colleagues. Contact is for assessment, care coordination, safeguarding, risk management, discharge and aftercare planning, service delivery and review.

Resources/Budget Management

No direct budget responsibility. The postholder contributes to meeting assessed needs in a proportionate and cost-effective way, follows the Council's financial and authorisation procedures, and monitors commissioned support as part of review and care management activity.

Special Requirements

- Ability and willingness to travel and work across Council offices, community locations, hospitals, care settings and people's homes.
- Regular home and hospital visits, including lone working, in accordance with safety procedures.





- Participation in Mental Health Social Care team duty rota and service arrangements as required (including work across Adult Social Care where required to meet service demands).
- Enhanced DBS check with the relevant Adults' Barred List check.
- Ability to work flexibly in response to service need and urgent or high-risk situations.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	No
Working at Height	No
Exposure to Noise (>80-85dB)	No
Confined Spaces	No
Frequent Display Screen Equipment Use	Yes
Driving for Work	Yes
Hand Arm Vibration	No
Lone Working	Yes
Healthcare/Social Contact with Patients	Yes
Blood Borne Viruses Exposure	No
Food Handling	No
Working with Animals	Yes
Specialised Medical Screening	No
Night Working	No
Safety Critical Work	No

Nature of the Role	Details
Healthcare or Hospital Work	Yes
Working with Children (under 18)	No routine direct work; contact may arise through whole-family and safeguarding activity





Working with Elderly/Vulnerable Adults	Yes
Work Environment Details	Based at Resource House with hybrid working across Council offices, community settings, hospitals and partner locations. Travel and occasional out-of-hours work are required. This also involves lone working.

Role Involvement	Details
Working with Children	No routine direct work; incidental contact may occur
Working with Vulnerable Adults	Yes
Both of the Above	No
Providing Care/Supervision for Children	No
Providing Care/Supervision for Vulnerable Adults	Yes
Both of the Above	No
None of the Above	No

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS check for the adult workforce, including the relevant Adults' Barred List check, subject to confirmation through the Council's DBS eligibility process.
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
DBS status must be maintained and any required re-checks completed in line with Council policy, statutory requirements and the conditions of the role. The postholder must promptly disclose relevant changes in circumstances in accordance with Council policy.





WOKINGHAM
BOROUGH COUNCIL

Evaluation Declaration

Date of Evaluation:

Evaluated by:

