SOCIAL WORK ASSISTANT

Responsible to: Hospital Manager

Direct line manager: Head of Care

SUMMARY OF ROLE

To provide a needs led service to adults with a learning disability by adopting a person centred approach that fosters self-awareness, personal growth and gives each person, their family/carers where appropriate, the strongest voice with regards to decision making and lifestyle choices.

MAIN RESPONSIBILITIES, TASKS & DUTIES

* Supporting individual living with Learning disabilities and Autism.
* Passionate about ensuring people have choice and control over their own support needs and focus on the person, their strengths and networks.
* Contribute to MDT assessments for defined areas of support plans.
* Support individual assessments (including risk assessments of both service user and family/carer.
* Support Community Social workers to facilitate assessments, to help support the wider team to establish clear, relevant, proportionate, cost effective and appropriate options for the individual.
* Support people to take an active role in the community by accessing local facilities and wider community resources in the spirit of social inclusion.
* Support the development of person centred planning, ensuring each individual’s plan has meaningful and achievable goals.
* Support people to develop and expand social networks and friendships.
* Contribute to/attend reviews and multi-disciplinary meetings.
* Develop positive relationships with family and carers.
* Support the Family Liaison officer in maintaining family contact, assisting to maintain the welfare of individuals and their family/carers.
* Liaise with key stakeholders where required in providing relevant updates on individual’s well-being.
* Liaising with families, community Social workers, care coordinators and other key stakeholders to ensure individuals are receiving their finances as appropriate and other relevant care support.
* Ensure individual’s access to healthcare including dentist, opticians, chiropody and escalate any unmet health needs in a timely manner.
* Take a safeguarding lead role. This may include completing safeguarding referrals and/or CQC notifications as appropriate or when delegated by Hospital Manager.
* Work in line with the company’s Adult Protection and Prevention of Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
* Working a varied shift pattern to also cover weekends and/or night shifts.
* Ensure risk assessments are actioned as necessary, in line with policies and procedures.
* To be flexible and responsive at all times to meet the changing needs of the service and the service users.
* Must be actively working towards registering as a social worker.

**Values and Attitudes**

* Support individuals in a non-judgemental way based on the principals of anti-discriminatory practice.
* To treat individuals with respect and encourage them to express their individuality.

**Performance and Development**

* Supervision and appraisal. Enter actively into supervision and appraisal.
* Maintain confidentiality.
* To act as a positive role model at all times.
* Work within Cygnet Healthcare policies and procedures.
* Work in a way that meets the statutory requirements of employees under health and safety at work.
* Adhere to the Code of Practice and staff handbook.
* At all times work within current legislation.
* Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.
* To attend monthly staff meetings.
* To work in accordance with the company’s mobile phone and IT policies.
* To behave in a manner that reflects positively on the company at all times.
* To work closely with other members of the team for the ultimate benefit of the service users.

**Finance**

* Support people to receive their resources and finances.
* To give practical support to individuals in line with their care plan and policy.
* To complete all relevant paperwork in accordance with company policy and procedure.
* You will be required to work flexibly on a rota basis to meet the needs of the service, this includes working weekends and night shifts.
* Ensure work is recorded accurately and appropriately in compliance with the company requirements and that records made and personal information used are in compliance with the Data Protection Act and the standards of information governance.

**NB**

**This job description is not exhaustive and there may be times you will be required to undertake other duties in order to meet the needs of the people using the service.**