**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Social Worker Shared Lives Team |
| Salary: | 37 035 – 43 693 |
| Grade: | 10 - 11 |
| Hours: | 37 We are open to discussions about flexible working. |
| Team: | Shared Lives |
| Service Area: | Adult Social Care |
| Primary Location: |  Abingdon, some work from home possible and travel across Oxfordshire*Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Team Manager |
| Responsible for: |  |
| Political Restricted Post: |  |

## Job Purpose

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| *A brief overview of the key objectives of the job:*The main purpose of this post is to provide a range of short break and long term support and accommodation options through the County Council’s Shared Lives Scheme. The Scheme is registered with the Care Quality Commision and the postholder will have a role in ensuring compliance with the Regulations of the Health and Social Care Act |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* To recruit, assess, train and support Shared Lives Carers, to provide day care, outreach support, short breaks and long-term care for people who are elderly, or who have disabilities or mental health difficulties.
* To discuss with prospective people who use the service, their families and other professionals the options available within this service for providing accommodation and care for individuals and arrange services for them within the Shared Lives Scheme
* To support people who use the service and, carers, through introductions and initial visits until a placement is established, then ongoing support and monitoring of the arrangements
* To advise on the rates of payment which should be made to carers.
* To organise practical support for carers - financial, domestic or breaks from care - in relation to individual people who use the service.
* To identify the training needs of carers, and provide direct training when appropriate.
* To liaise with the Care Quality Commission regarding registration under the Health and Social Care Act (2008) , and to implement standards and regulations associated with this.
* To liaise with Social Workers and other professionals involved with people who use the service, and to be responsible for support and care planning processes as appropriate.
* To advise and enable Shared Lives Carers to develop the necessary skills and approaches to support people who use the service
* To contribute to the management of resources -including financial
* To advise about possible developments to the Shared Lives Scheme and to participate in the development of the service.
* To share in collective team tasks, including providing cover for colleagues.
* Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Social Work Qualification- DIPSW, CQSW, CSS or equivalentCurrent registration with HCPC | D |
| Broad experience in caring profession – eg Social Services, Health, Voluntary Sector | A |
| Demonstrable Social work skills such as assessment/interviewing/ recognising and challenging oppression and discrimination | I |
| Ability to work independently and as part of a team | I |
| Understanding of legislation that relates to Social Care | I |
| Good Communication skills (verbal,written, interpesronal, presentation) and ability to use computerised recording systems and ability to write clear and concise reports | I |
| Ability to prioritise and organise work | I |
| Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.  | A |
| Ability to attend work regularly and on time, to travel independently to all parts of the County and to access Shared Lives Carer’s homes | A |
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| Desirable Criteria | Assessed By: |
| Experience in recruiting and supporting ‘family based’ carers | A |
| Understanding of the Welfare Rights system | I |
| Ability to make decisions use own initiative, within legal and departmental constraints | A |
| Counselling skills | A |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| --- | --- | --- | --- |
| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [x]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2022