

Job Description	Community Care Worker/Hospital hub Co-ordinator
Directorate	Families and Wellbeing
Service	Adult Social Care
Grade	6
Location of Work	As required across all work locations within Warrington Borough Council and Warrington & Halton Hospitals NHS Trust
Directly Responsible to:	Team Manager
Hours of Duty	37

Primary Purpose and Scope of the Job:

- To work within the Council's statutory duties with regards to adults with care and support needs utilising a strengths-based approach to assessment and support planning.
- To contribute to assessment and care planning of Warrington residents who have been admitted to Warrington and Halton Hospital NHS Trust to facilitate a safe and timely discharge from hospital.
- To co-ordinate the placement of Warrington residents into community care or rehabilitation facilities, liaising with providers and hospital wards to ensure a safe and timely transfer from hospital into the community.
- Complete and issue daily reports keeping the team and the hospital apprised of community bed availability.
- Assess and manage areas of risk, need and service provision.
- Contribute to a team to support operational effectiveness.

Any other duties commensurate with this post:

- The nature of this post is not always predictable and will require the post holder to work flexibly and outside of normal working hours to meet unplanned service requirements.
- Ability to travel inside and outside of the Borough.
- To comply with all Health and Safety requirements in the performance of all duties.
- To carry out all duties with due regards to confidentiality, information governance and the prevention and control of infection guidance..
- To undertake any other duties as may be allocated from time to time, which are deemed to be commensurate with the designation and grading of the post.

Working Relationships:

- Adults, their families and carers.
- Partners in Health Trusts, particularly those with responsibilities in working with adults and families such as Hospital Staff, District Nurses, Community Matrons, Psychiatric Nurses, Therapists, etc.
- Colleagues within the Adult Social Care Directorate such as Intermediate Care Services, Assisted Living, Carecall, Rapid Response and Equipment services.
- Partners in voluntary sector services.

- Colleagues in other divisions within the Families and Wellbeing Directorate such as Public Health and Children’s Services.

Duties and Responsibilities

Professionalism
<ul style="list-style-type: none"> • Maintain a professional approach in line with the Council’s expectations and the expectations of the Hospital.
<ul style="list-style-type: none"> • Being a member of a team – actively contributing to team learning, practice and development; being aware of own wellbeing and that of other colleagues.
<ul style="list-style-type: none"> • Being a member of the wider multi-agency team by establishing a network of internal and external colleagues.
<ul style="list-style-type: none"> • Engage with and contribute to regular supervision sessions.
<ul style="list-style-type: none"> • Manage an allocated workload, seeking support and suggesting solutions, within directorate priorities and Council polices.
<ul style="list-style-type: none"> • Maintain appropriate electronic records of work undertaken and carry out required administrative procedures

Values and Ethics
<ul style="list-style-type: none"> • Carry out all duties with regard to confidentiality, information governance regulations and in line with the prevention and control of infection standards.
<ul style="list-style-type: none"> • Commitment to working in partnership, within a strengths based framework, by listening, negotiating and practicing in a transparent and honest way.
<ul style="list-style-type: none"> • Work in partnership with health colleagues collaborating to find person centred solutions for the service user.
<ul style="list-style-type: none"> • Work alongside colleagues to safeguarding adults.

Diversity and Equality
<ul style="list-style-type: none"> • Recognise the complexity and diversity of experience and apply this to practice, utilising a strengths-based framework.
<ul style="list-style-type: none"> • Recognise and challenge discrimination of all forms, support adults to challenge in situation where they are experiencing discrimination
<ul style="list-style-type: none"> • Demonstrate a commitment to and actively promote the concept of equality of opportunity and respect for diversity.

Rights, justice and Economic wellbeing
<ul style="list-style-type: none"> • Promote strengths, and enable people who use services to find their own solutions within the relevant options available.
<ul style="list-style-type: none"> • Promote and support access to independent advocacy or representation, in line with the Care Act.

Knowledge

Develop and apply relevant knowledge from social work practice and research, social sciences, law, other professional and relevant fields and from the experience of people who use services.

- Value and take into account the perspective and expertise of people who use services, carers and other professionals.
- Contribute to the evaluation and development of services and ideas by sharing knowledge about resources and practice with other team members, professional groups and interested bodies.
- Keep up to date with changes in Council policy.
- Engage with mandatory training and identify additional training to meet the requirements of the role

Critical reflection and analysis

- Make use of a variety of opportunities to discuss case work including supervision and informal discussions with qualified social workers.

Skills and Interventions

- Use judgement, knowledge and authority to intervene with individuals, families and communities to promote independence, provide support, prevent harm and enable progress.
- Adopt a collaborative approach to working in partnership with health colleagues respecting the contribution of each sector in the onward planning of care.
- Communicate effectively, adapting to the needs of the audience, with compassion and transparency.
- Engage effectively with people, developing and sustaining positive engagement with working with people in the longer term.
- Develop and maintain a working knowledge of local groups and networks to support the application of strengths-based practice.
- Ensure case recording is in line with the Council guidance on good practice.
- Share information in line with legal and ethical principles and in line with the Council's expectations.

Context and Organisations

- Undertake all duties with full regard to the Council's corporate plan, corporate equality and diversity policy and health and safety policy
- Develop effective working relationships within the organisation and with wider partners.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and any other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Date Job description prepared/revised:

1/5/2020

Prepared/revised by: Caroline Williams, Associate Director, Integrated Care