

## **JOB DESCRIPTION – HEALTH AND SOCIAL CARE PARTNERSHIP**

### **IDENTIFICATION**

Post Title: Social Care Officer  
Section: Older People  
Responsible to: Team Manager  
Responsible for:

Post Ref.:  
Grade:

### **JOB PURPOSE**

Attend to personal needs of clients. The duties will include physical tasks for example, helping with personal care tasks and other identified needs. Our aim is to create a supportive homely atmosphere where clients can achieve maximum independence but also receive any support they may need. Duties will include assuming key worker status, completion of care plans, organising reviews, and carrying out any identified duties required to meet the personalised care needs of our residents. You will also be required to be involved in social activities organised for residents, administer medications (training provided). Shift work, weekend working and periodic rotation on to night duty will be required.

The duties as set out above include undertaking cleaning and other domestic duties as necessary.

### **PRINCIPAL WORKING CONTACTS**

Team Manager, Senior Social Care Officers, Ancillary staff.

### **MAIN DUTIES**

To provide assistance and support with personal hygiene and personal care needs.

To promote sensitive and professional standards of care for the residents.

Participate in the writing and operation of assessment and care programmes using professional methods and skills.

To ensure that the individuality, independence, choice and personal dignity of the residents are respected at all times.

To encourage the maintenance of a positive approach to the resident's capabilities and uphold the best practices and aims of residential care.

Participate in and assist with training.

Assist in the appropriate and adequate maintaining of records.

### **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

