



**SWYDDI CYNGOR**  
RHONDDA CYNON TAF  
**COUNCIL JOBS**



# Pecyn Gwybodaeth i Ymgeiswyr

## Candidate Information Pack

# JOB DESCRIPTION

## Care & Support Practitioner

Post Reference Number: POS016006

Date of Job Description :April 2018

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<b>Grade</b>	GR10
<b>Location</b>	Cynon Principal Office
<b>Group</b>	Community & Children's Services
<b>Division</b>	Adult Care & Support
<b>Department/Section</b>	Long Term Care & Support
<b>Team/Sub Section</b>	
<b>Responsible to</b>	Team Manager
<b>Posts reporting to this post</b>	None
<b>DBS Required</b>	YES – ENHANCED ADULT'S WORKFORCE

## Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is "for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous".

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about

the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

**Please see our [career pages](#) to find out more about working for us.**

## Purpose of the post:

1. To provide an assessment, support planning and review service in accordance with agreed case allocation principles and guidance in order to ensure that:
  - Vulnerable people are safeguarded and supported in managing risk;
  - Person centred outcomes and support requirements are identified and met in ways which utilise available resources as effectively as possible, and
  - Users of our service are encouraged and enabled to live healthy and independent lives for as long as possible.
2. To work within organisational policy and legislative requirements,

## What you will deliver:

To undertake allocated assessments, person centred support planning and reviews in accordance with agreed case allocation principles and guidance; commissioning support where required.

To take on new cases as required by your line manager in accordance with agreed case allocation principles and guidance and to be prepared to take increasingly more complex cases as skills and experience develop.

To undertake actions in relation to safeguarding adults at risk, as required within agreed Statutory Adult Safeguarding policies

## What you will deliver:

To provide information, advice and signposting to help people stay healthy, plan for their future needs, use services effectively, take responsibility for their own health and well being

To ensure personal outcomes are planned to maximise the impact of prevention, early intervention and reablement services to support independence.

To encourage and support people to look after themselves, their families and their community's promoting choice and control for people and the use of direct payments.

To monitor and review on-going case requirements, adapting budgets or commissioned support to ensure the personal outcomes identified are achieved

To undertake reviews and monitoring of on-going requirements, adapting support plans to ensure delivery of assessed outcomes making the most effective use of resources.

To participate in team duty and referral taking systems as directed.

To work jointly with colleagues and partner agencies to identify local resources and voluntary services which can contribute to healthy communities and deliver person centred outcomes.

To assist people to have realistic expectations about the support and care that the Council is able to offer, through involvement and communication and ensure the most effective and targeted use of resources to meet personal outcomes.

To proactively support and actively contribute to the delivery of integrated health and social care services and to build effective relationships with health partners and the voluntary and community sector as required.

To participate and/or lead, as required by your line manager and in accordance with agreed case allocation principles and guidance, in meetings relevant to your work.

To attend team meetings and departmental meetings as required.

To operate within financial and budgetary guidelines.

To undertake training and development as required and part of an agreed programme of learning with your line manager

To input and maintain records on core computer systems as required and undertake training as necessary.

To provide work familiarisation and induction support to other team members as required.

To promote and ensure maximum individual and carer involvement at all times

To establish good professional working relationships with in-house and external agencies.

To ensure you meet those areas required of you in the Division's quality assurance and performance management framework

To identify unmet need and assist in the collection of data as required.

## What you will deliver:

To ensure you meet the requirements of the data governance and confidentiality policies

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**



## PERSON SPECIFICATION

**This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

### Knowledge / Education:

Essential	Desirable
Knowledge of legislation underpinning Adult Social Care Services	NVQ 4 in Care or QCF 5
Understanding of the role of an Adult Social Care Division	City and Guilds Level 4 Social Services Practitioner or the Open University HE Certificate in Social Care Practice (Wales)
A firm commitment to continuous professional development, such as achieving a qualification recommended by the Social Care Wales Qualification Framework.	
Willingness to undertake a qualification such as City and Guilds Level 4 Social Services Practitioner.	

### Experience:

Essential	Desirable
Demonstrable experience of work within a care setting, preferably community based	

or

Experience of having undertaken direct work with one of the service user groups served by the Adult Social Care Services

## Welsh language skills:

Essential	Desirable
Welsh Language Level 1 <input checked="" type="checkbox"/> <i>All employees will be required to undertake a basic Welsh Language induction to reach this level</i>	Welsh Language Level 2 <input checked="" type="checkbox"/> Welsh Language Level 3 <input checked="" type="checkbox"/> Welsh Language Level 3-5 <input checked="" type="checkbox"/> Welsh Language Level 4 <input checked="" type="checkbox"/> Welsh Language Level 5 <input checked="" type="checkbox"/>
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>	

## What skills you will use in the workplace:

Competency	Community and Social Care Competency Framework
Competency Areas	Competency behaviours and values
<b>Working with Partners</b>	Recognises the value and expertise of others within the wider environment. Actively identifies partners and community networks that can be used for the benefit of the service user. <b>Keeps partners informed and up-to-date with what's happening with Service Users</b>

<b>Communicating Effectively</b>	<p>Communicates clearly and concisely.</p> <p><b>Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing)</b></p> <p>Produces clear, accurate and up-to-date reports and records.</p>
<b>Looking After the Service Users' Best Interests</b>	<p><b>Listens to the views of the service user, and includes those involved with the Service Users, to define the best ways forward.</b></p> <p>Explores and identifies the range of risks within the situation to Service Users, others and self.</p>
Earning Service Users' Trust	<p>Is honest and open with Service Users.</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues.</p>
<b>Working with Change</b>	<p>Is willing to try new ways of working and is flexible to them.</p> <p><b>Makes changes and ideas a reality and helps to make them work.</b></p>
Achieving Results	<p>Is able to work effectively when under pressure.</p> <p>Demonstrates professional competence and consistently delivers high-quality outcomes.</p>
<b>Encouraging Professional Development</b>	<p>Continually actively reviews their own development, identifying opportunities to progress.</p> <p><b>Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experiential learning</b></p> <p>Keeps professional development (CPD) up-to-date.</p>

## Special Conditions and Professional Requirements





None