

Lancashire County Council

Job description for the post of: Review and Support Officer					
Directorate: Patient safety and Safeguarding Service			Location:	East Lancashire	
Establishment or team:		Adult Safeguarding Service East		Post number:	E-065-0039
Grade:	6	Line manager:	Team manager	Car user:	Essential
Staff responsibility: none		Number of staff directly supervised: none			
<p>Core Purpose Our key objectives:</p> <p>Our citizens</p> <ul style="list-style-type: none"> • Growing up prepared for the future • Improving health and wellbeing • Supporting people in need. <p>Our communities</p> <ul style="list-style-type: none"> • Making Lancashire communities safer • Making Lancashire communities stronger <p>Our county</p> <ul style="list-style-type: none"> • Promoting sustainable economic growth • Improving roads and transport • Protecting and improving our environment <p>The purpose of this job is:</p> <p>In a Safeguarding Enquiry service working across all adult care groups the post holder will be required to</p> <ul style="list-style-type: none"> • To work under the direction of the Social Worker and Team manager to undertake Safeguarding work in line with the Councils safeguarding procedures. • To joint work cases with the allocated Social Worker. • To co-ordinate multi agency section 42 safeguarding enquiries for adults with care and support (whether or not the authority is meeting any of those needs) if there is concern that they may be experiencing, or at risk of, abuse or neglect. • Develop and review safeguarding plans. • Ensure a collaborative and person centred approach within this activity in line with the key principles of the Care Act and DOH Making Safeguarding Personal Agenda. • Contribute to service delivery that is person centred and outcome focussed with an emphasis on encouraging independence and enabling recovery. 					
<p>A core function of the officers of the County Council is to deliver and promote the positive benefits of equality and diversity in the way they carry out their duties and responsibilities.</p>					
<p>To instill, promote and maintain a health and safety environment with all levels of Management, Employees and Service Users within the service as directed by legislation and the County Council's policies.</p>					

Core tasks

1. A social care support officer will have a case load of low level Safeguard enquiries. The social care support officer will be directed and offered guidance and supported by a social worker/ /senior social worker/team manager.
2. A decision will be made by managers on allocation what work should be assigned to the social care support officer and if a social care support officer is to carry out all visits alone, including the initial visit OR if the Social care Support Officer is to carry out the initial visit with a Social Worker.
3. The social care support officer can make visits in instances where 2 workers are required i.e for safety reasons or when the work requires two staff to attend such as when there is need for an urgent placement.
4. The social care support office will be expected to record on the Las safeguarding module case notes of the activity that has taken place.
5. Social Care support officers will be required to undertake mental capacity assessments and risk assessment.
6. Any low level enquiries completed will have oversight from a social worker or senior social worker and must be signed off by a senior social worker or team manager.

The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's Policies and Procedures and the Directorate's Statement of Principles and Standards of Conduct.

To contribute positively to the personal staff development process.

To undertake duties in other Localities as identified by the Team Manager.

To liaise as necessary with relevant Agencies.

To attend and participate in meetings as required.

To undertake training relevant to the role.

Prepared by:	Laura Miller	Date:	26-09-2018
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Lancashire County Council

Person specification form		
Job title: Social care Support Officer	Grade: 6	
Directorate: Adult and Community Services	Post number: E-065-0039	
Establishment or team: Adult safeguarding Service East Lancashire		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
GCSE Grade 'C' or equivalent in four subjects including Maths and English or GCE 'O' level and School Certificate provide equivalents. In exceptional circumstances experience and competence in previous employment where these skills were used will be regarded as meeting this requirement.	E	AF
Basic qualification in Social Care	D	AF
Experience		
Work in an Organisation providing care/health services.	E	AF/I
Assessment of an individual's needs for services	D	AF/I
Knowledge, skills and abilities		
Ability to contribute effectively to the overall Safeguarding process.	E	AF/I
Ability to keep accurate records.	E	AF/I
Knowledge of range of services that are available.	E	AF/I
Good communication skills.	E	AF/I
Ability to work within a team.	E	AF/I
To have knowledge of the cultures and religions of the communities of Lancashire.	E	I
To have the ability to value diversity and work across cultures.	E	I
Ability to liaise with other agencies.	E	AF/I
Ability to contribute to support planning.	D	AF/I
Ability to co-ordinate services.	D	AF/I
Skills in dealing with the public sensitively often at times of distress.	D	AF/I
Knowledge of Welfare Benefits	D	AF/I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to attendance at work	E	I
4. Commitment to the general no smoking policy.		
5. The post holder will be expected to familiarise themselves with relevant Computer systems.		

<p>This is an essential car user post and the postholder is expected to be able to drive and have a car at their disposal. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.</p>		
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Prepared by: Laura Miller	Date: 26-09-2018
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Note: We will always consider your references before confirming a job offer in writing.
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LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

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Team/Establishment	Support Planning and Review (FACS Team)
Post/Job title	Review Assessment and Support Officer
Description of main activities the employee will be required to undertake (or attach job description) see job description	
Form completed by: Louise Horne	

A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	<input type="checkbox"/>	X
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	X
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input type="checkbox"/>	X
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	X
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	X
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	X

9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	X
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	X

B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	X	<input type="checkbox"/>
12	Working in isolation/lone working.	X	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	X
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	x	
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	X	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	X	<input type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	X	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service		Barbara Lewis	
Signature:			
Telephone Number:	01254 220357	Date:	7.10.2009

Directorate Core Values

Adult & Community Services Directorate	Children & Young People Directorate
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • Everyone is unique and should be treated with respect. • Working in partnership is more effective than working alone. • People who use our services, and their carers, should be fully involved in decisions about their lives. • Everyone has a right to free access to information. • Our services should respond to the diversity of our local communities. • Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services. 	<p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> • the role of parents, carers and everyone who has parenting responsibilities; • what children, young people and their families want to tell us; • the power of people working together to achieve common aims; • good public service; • the richness of our diverse communities and cultural heritage; • the essential contribution which education and learning make in improving the lives of children and young people; and • the creative contribution made by children and young people to their communities.
Environment Directorate	Office of the Chief Executive Directorate
<p>Our core values are to:</p> <ul style="list-style-type: none"> • develop and maintain safe and effective transport systems; • support and protect Lancashire’s people and businesses; • improve the quality of Lancashire’s environment and quality of life for the people of Lancashire; • help regenerate Lancashire’s urban and rural areas; and • plan a better, more sustainable future for Lancashire. 	<p>Our core values are:</p> <ul style="list-style-type: none"> • governance; • corporate working; • partnership working; • community leadership; • communication; and • service delivery.
Resources Directorate	
<p>Our core values are to:</p> <ul style="list-style-type: none"> • satisfy the council’s customers within the legal and financial restrictions placed on us; • support and develop our staff; • increase the extent to which we aim for, measure and improve service performance and standards; • help build strategic capacity for the county council; • maintain good governance; • support partnership working; • maintain consistency across the whole of the county council; • understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and • promote efficiency and value for money. 	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> • ideas flourish and participation is the norm; • communication, feedback and praise go in all directions; • everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do; • processes are a framework, not a straitjacket; and • managers are treated with respect and treat everyone with respect.