



Social Care Associate Practitioner (SCAP)

Salary: Band 7 £32,061 to £36,363 p.a, (£25,995 - £29,483 for 30 hours)

1 x 37 hours per week, 1 x 30 hours per week (days worked to be discussed at interview)

Please indicate on you application which post you are applying for.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Portsmouth City Council is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

The Service

Our purpose: 'Help me, when I need it to live the life I want to live'

Adult Social Care aims to enable people to:

- Live independently.
- Stay healthy and recover quickly from illness.
- Exercise maximum control over their own lives and where appropriate the lives of their family.
- Participate as active and equal citizens.
- Have the best possible quality of life irrespective of illness or disability.
- Retain maximum dignity & respect.
- Sustain a family unit which avoids children being required to take inappropriate caring roles.
- Support communities to be stronger.

What is the role?

You will be ensuring people eligible for social care assistance have the maximum choice, control and power over the support services they receive to achieve the best possible quality of life and the equality of independent living wherever possible.

You will work within The Care Act eligibility criteria to provide assessment and advice to clients and carers, to manage practical tasks through a problem-solving approach.

Within this your main duties will include:

General

You will be responsible for the caseload of an identified client group as allocated by the Assistant Team Manager and will also be required to participate in the duty rota. You will remain as the named contact whilst a client is in receipt of services and living in the community and work with them and their carers to identify needs and access services, referring to other agencies where applicable, providing specific advice and information. This will involve both telephone contact and face to face visits in appropriate settings.



You will be required to refer cases, in discussion with your supervisor, to an appropriate professional (Social Worker or Occupational Therapist) where complex needs or safeguarding issues arise.

You will also be expected to maintain confidentiality of client and other information and to share client information in accordance with information governance principles.

Assessment

You will be required to undertake assessments of needs in accordance with The Care Act eligibility criteria. This will involve assessing the function and potential physical abilities of clients in all daily living tasks/roles, taking into consideration the clients' social, environmental and psychological needs. Assessments and support planning will be undertaken using a strength-based approach.

Review

You will be required to carry out initial and regular reviews/updates to support plans, to ensure they meet changing needs and risk over time of the client.

You will also be expected to work within all council & adult social care policies and procedures including using the appropriate electronic systems.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job profile, therefore, is not intended to be exhaustive.

The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the service and in keeping with the general profile of the post.

From time to time, you may be asked to work at a different base to cover operational needs.

Who is the person?

You will have/be:

1. Good literacy and numeracy (A - C in Maths and English or equivalent qualification will be required to go onto complete further qualifications in post).
2. Experience of working (paid or voluntary) in a care related field e.g., social care, health, therapeutic setting.
3. Knowledge of The Care Act 2014.
4. The ability to communicate sensitively positively and clearly to a wide range of people, in a wide range of formats. This will include the ability to write clear, concise reports and letters and use IT systems.
5. Approachable and available to vulnerable people and actively ask for and consider others' views and opinions.
6. Able to acknowledge, respect and respond to individual differences and diversity requirements.

7. Excellent organisational skills to enable you to manage your workload effectively and ensure your targets and deadlines are met, whilst remaining calm under pressure.
8. The ability to look for and act on opportunities, including working with others, to improve services for clients, with regard to promoting independence and reducing risk.
9. Have excellent customer service skills and be a positive representation of the organisation.
10. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post
11. Is an excellent team player who is willing to support the team as well as being able to work on their own initiative and make appropriate decisions.
12. Able to meet new challenges and problems in a positive, outcome focused way.
13. Have a positive and proactive approach to developing own skills, knowledge and learning.
14. Flexibility to work occasionally outside of office hours.
15. The ability to travel around the city and gain access to a variety of venues throughout Portsmouth including client's homes.
16. Support and assist in the moving and handling of people with varying levels of mobility.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).