



Wigan[♥]
Council

Request

Please could you tell me what LG pay grade your council offers its Social Care Support Officers?

Response

Pay grade G6 £27,334 - £30,296

Job description for Social Care Officer attached

Job specification

Job title:	Social Care Officer
Service:	Support and Safeguarding
Grade:	G6
Reporting to:	Social Care Officer Supervisor

Your job

You will work with people, their family carers and service providers from all sectors of the community, health and social care organisations.

You will assist people to have increased choice and control in the way that they organise their social care support. You will carry out proportionate social care assessments and reviews and support people to create their individualised care and support plan.

You will access support from both informal (family and friends) and formal (private, voluntary sector and council) groups and work with professionals and partners to clarify the individual's assessment of need. –

In this job you will

On an on-going basis you will:

- ◆ Support Individuals to create their support plan, understanding their needs, aspirations and expectations
- ◆ Carry out reviews of existing social care packages and make low level changes as necessary
- ◆ Provide information, advice and support to individuals to enable them to make choices about the type and level of support they required to live the life of their choosing.
- ◆ Promote Direct Payments providing information and support as individuals require
- ◆ Develop, budget and commission packages of support, working in partnership with providers and voluntary sector organisations
- ◆ Carry out the role of duty Social Care Officer to arrange emergency social care support
- ◆ Collate, maintain and share information about services and resources available across the borough and provide advice and technical support to individuals who have been referred to the service
- ◆ Network with services providers, voluntary groups and social enterprises to ensure that there are services available for individuals to purchase and negotiate to get the best deal
- ◆ Support people to visit services and to arrange taster/trial sessions
- ◆ Attend workshops, events and conferences to promote the service and establish links with the community

In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ GCSE (or equivalent) grade C or above in Maths and English
- ◆ A Social Care qualification or relevant experience
- ◆ Experience of working with and empowering people who access Social Care provision and a good understanding of a Person Centred approach to Social Care –

- ◆ Excellent interpersonal skills, with the ability to engage with a variety of different people with the ability to negotiate and appropriately challenge.
- ◆ Excellent customer care skills
- ◆ An in-depth knowledge of Personalisation, Personal Budgets and Direct Payments
- ◆ Knowledge and understanding of the legal frameworks affecting Social Care and safeguarding procedures
- ◆ Ability to work unsupervised or as part of a team
- ◆ Excellent communication skills including both written and verbal
- ◆ Excellent numeracy and literacy skills with the ability to analyse complex situations
- ◆ Ability to use initiative and have a creative, flexible approach to addressing and resolving problems with the ability to organise, prioritise and manage a varied case load
- ◆ Good IT skills and an understanding of software applications

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation