



Caring for our
Community

**Federation of Jewish Services
Job Description**

TITLE: CAST Support Worker
PLACE OF WORK: Federation of Jewish Services
DEPT: CAST
RESPONSIBLE TO: CAST Manager
DATE JOB DESCRIPTION REVIEWED: 14th October 2017

JOB PURPOSE:

To work across the All Age Service supporting adults, vulnerable children and families with complex needs within the Greater Manchester Jewish community.

To undertake work with carers and All Age Service clients through a range of community activities.

COMMITMENT TO OUR VALUES:

To work with both service users and colleagues, in a way which is in line with the values of the organisation, namely which:

- Supports people's right to privacy
- Respects people's dignity
- Recognises people's human rights
- Permits zero tolerance of all forms of abuse
- Enables people to maintain the maximum possible level of independence, choice and control
- Treats all people as individuals
- Supports people to freely express their needs and wants
- Demonstrates respect and integrity in all our work with people

Main duties and responsibilities:

1. To follow safeguarding policies of the Fed and to liaise with other agencies as appropriate.
2. To manage a caseload and undertake if required, carers assessments in line with Local Authority requirements. This can include the completion of assessments and care management process via electronic social care record systems. Apply the principles of the Care Act, wellbeing agenda. Apply eligibility criteria for carers assessment.



3. To lead and facilitate the running of Carer and community Support Groups, including some evening work as required.
4. To assist with the planning and running of special events including programmes of events, outings, parties and other activities for the all age service.
5. Demonstrable experience of undertaking assessment of adult or children's social care needs in a community setting
6. Have a good understanding of adults and children's safeguarding thresholds and protective and risk factors.
7. To hold and manage an active CAST case load, as allocated by the CAST Manager or Senior Practitioner.
8. To maintain accurate records of home visits, discussions and telephone contacts in an ethical manner with due regard to the principles of confidentiality and the need to share information with families
9. To participate in Team meetings and professional meetings; MDT (Multi-disciplinary Team), CHC (Continued Healthcare), TAC (Team around the Child) meetings as required.
10. To foster an ethos of inclusiveness and to work in partnership with children and adults and their carers when planning packages of support.
11. To provide practical support and advice to families of children with additional needs such as parenting, routines, home safety and behaviour management
12. To provide practical support and advice to adults and older people.
13. To complete benefit applications and charitable grant applications to maximise individual income and to minimise financial hardship.



14. To regularly assess, review, reassess levels of need together with adults and children, their families and carers in partnership with other statutory agencies and health associated practitioners.
15. To encourage family members to attend appointments to support the person with additional need within the family (e.g. medical, school, housing, court, etc) and where appropriate accompany the individual.
16. To signpost both adults and the families of children in need to appropriate services and to link families to resources and other services within the community
17. To liaise with other partner agencies including health professionals, social workers and workers from other statutory and voluntary agencies, as appropriate.
18. Undertake any additional duties that are deemed relevant to the role
19. To support and assist the CAST social workers where directed.
20. To prepare reports for meetings, conferences etc.
21. To maintain Fed Policy's and Procedure's: Lone working, Confidentiality, Data Protection (ensure safe storage of records and appropriate methods for information sharing with third parties).
22. To provide a Duty service and AAS Help Line to the community via the CAST Rota system.

General Responsibilities

- To work in accordance with the organisation's mission, vision, strategic plans, policies and procedures.
- To work in accordance with the HCPC's code of practice for social care workers and Care Quality Commission (CQC) and Ofsted regulations.
- To behave in a manner that reflects positively on the organisation at all times.
- To demonstrate a commitment to the safeguarding and welfare of vulnerable adults and children.
- To promote equality of opportunity and anti-discriminatory practices.



- To assist in monitoring and maintaining quality standards across the organisation.
- To demonstrate an understanding and commitment to the principles of confidentiality.
- To work in a manner that is sensitive and empathetic to the culture of the Jewish Community.
- At all times ensure effective and efficient use of the Federation of Jewish Services resources

Health & Safety

- All employees are subject to the Health & Safety at Work Act.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- To undertake duties and responsibilities in full accordance with the organisation's Health & Safety policy and procedures.
- To co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation.
- To report immediately to your line manager any defects in equipment or the working environment and report areas of risk.

Training and Development

- Participate fully in training and development in accordance with the organisations training plan and mandatory requirements.
- To attend and participate in supervision sessions and an annual personal review.
- To attend and participate in staff meetings.
- To contribute to the learning of other staff.
- To employ the skills and knowledge gained from training back in the work environment and to evidence your progression through measure of competencies in supervision with your manager.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances, following discussion with the post holder.

Post Holder _____
(print name)

Signature _____

Date _____

Dept/Floor-----