

JOB DESCRIPTION & PERSON SPECIFICATION

 Clinical Staff		 Non-Clinical Staff		 Volunteers		 Flexi-Bank Staff	
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ROLE:	Palliative Care Social Work Assistant
REPORTS TO:	Palliative Care Social Worker
PAY BAND:	£20,889 to £27,008
LOCATION:	Hospice Isle of Man
HOURS OF WORK:	22.5 per week – specific work pattern negotiated with successful applicant

PURPOSE OF ROLE:

The role of the Palliative Care Social Work Assistant is to work with patients and families, as part of the multidisciplinary team providing an holistic approach. You will work within the hospice, hospital and community setting, offering support, discharge planning and advocacy to patients diagnosed with a life limiting illness.

KEY DUTIES:

- To hold a caseload of patients who access respite at Hospice as directed by Hospice social worker.
- To undertake carer's assessments as directed by Hospice social worker.
- To offer possible solutions for patients and carers who have social, financial or emotional difficulties.
- To co-ordinate arrangements for patients' discharge plans and care needs as appropriate, liaising with external Health & Social Care and other organisations – as directed by Hospice social worker.
- To have a heightened awareness of both adult and child safeguarding concerns, and to escalate according to Hospice Policy.

- To keep up to date, confidential records of all interventions with patients and families via electronic data base recording system.
- Make necessary inbound referrals to other Hospice staff, and completing all relevant documentation as required.
- Making applications for charitable funding where applicable.
- Giving financial assistance, liaising effectively with Benefits Office, and supporting to complete benefit applications for those on Hospice Social Work Team caseload.
- To contribute to the effective development of the Hospice Social Work Team.
- To display sound social work values in all work: Open and honest communication; empathy; trustworthiness; emotional intelligence linking with valuing dignity; promotion of independence; choice; anti discriminatory practice, promotion of Human Rights – in all areas of role.
- To attend appropriate meetings and training events in order to ensure knowledge and information being supplied is relevant and up to date.

Most challenging part of the job:

You will assist patients who are coming to terms with diagnosis, prognosis at their end of life. Working in a busy and fast-paced environment requires efficient organisation of workload and quick learning.

Person Specification: What we need you to bring

Qualifications:	Is it Essential or Desirable	How we will assess
3 GCSEs grade C or above, including English	E	A, I & D
Social Care qualification or similar above/NVQ II	D	A, I & D
Experience:		
Experience of working in social care setting	D	A & I
Experience working /knowledge of palliative care	D	A & I
Experience of direct patient/service user care	D	A & I
Experience of undertaking carer's Assessments and updating existing social work Assessments	D	A & I
Experience of using database packages for case recording	D	A & I
Experience of multi-agency working, within statutory and voluntary sectors.	D	A & I
Experience of basic risk assessments/to inform decision making.	D	A & I
Experience of person centred care.	D	A & I
Skills/Competencies:		
Good ICT Skills (including Microsoft Office)	E	A & I
Database/administrative skills	E	A & I
Excellent communication skills	E	A & I
Strong organisational skills and attention to detail	E	A & I
Personal Qualities/Behaviours:		
Dynamic, flexible and motivated	E	A & I
Willingness to learn	E	A & I
A reliable team player	E	A & I
Other:		
Full, clean, driving licence	E	A & D

How we will assess you			
A Application & CV	I During your interview	D When you produce your documents	T Test to assess your practical competence