



Job Description

Vulnerable Adults Assistant

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| Reporting to: | Vulnerable Adults Manager |
| Hours: | Part-time – 21 hrs per week |
| Responsible for: | The management and overall delivery of the work with vulnerable adults. |
| Financially responsible: | The relevant budget headings relevant to the project delivery. |
| Direct Line Management: | Vulnerable adults' project worker. |
| Salary | £10640 (19K FTE 37.5 hour) |

Job Purpose

1. To assist the Vulnerable Adults Manager to deliver a vulnerable adults service that is person centre and client led to deal responsively and flexibly with regards to client needs, to be delivered to a high standard and in line with Swinton Lock Activity Centre's policies and procedures.

Key Responsibilities

1. To assist in the delivery of the vulnerable adults work.
2. To complete relevant documentation for the careful monitoring of vulnerable adults work within the centre.
3. To ensure relevant data regarding outcomes monitoring are recorded accurately for relevant returns.
4. To record impact information around the service delivery as a way of monitoring effectiveness.
5. To develop and foster effective relationships with external stakeholders, partners and agencies, representing and promoting Swinton Lock Activity Centre's interest with these groups, including attendance at relevant meetings where required.
6. To assist in facilitating the voice and influence of clients
7. To work within and promote the centre's policies and procedures at all times; including equal opportunities, confidentiality, safeguarding and health & safety etc.
8. To establish and maintain effective team working and develop collaborative practice.
9. To attend team meetings and produce written materials as appropriate
10. To actively participate in the relevant staff training and development opportunities



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Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Also the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.



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Person Specification

| Vulnerable Adults' Assistant | Essential | Desirable |
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| 1. Key areas of knowledge and experience | | |
| Have experience in assisting delivery of high quality and high performing children and vulnerable adults social work services. | | X |
| Experience of successful partnership working | | X |
| Specialist expert and up to date knowledge in relevant policy, procedures, case law and legislation within children's social work services and vulnerable adults services including those pertaining to child sexual exploitation/abuse and domestic abuse | | X |
| Detailed knowledge of inspection frameworks and experience of managing services during inspection | | X |
| Experience of working with children at risk of or subject to sexual exploitation | | X |
| Experience in incorporating the voice and experience of the child/vulnerable adult and associated family members where applicable. | X | |
| Substantial and successful experience in children's social work and vulnerable adults work | X | |
| Experience of working effectively within a child focused and vulnerable adults focused service delivery organisation | X | |
| Ensuring safeguarding referrals are sent promptly to the designated safeguarding lead and provide the necessary written information where required, whilst adhering to the organisations policies and procedures. | X | |
| Successful track record of communicating and working with stakeholders and partners | | X |
| Knowledge of local government democratic processes and understanding of the political context | | X |
| 2. Qualifications | | |
| Qualifications relating to working with vulnerable adults | X | |
| Safeguarding training | X | |
| Evidence of continuing professional development | X | |
| 3. Key Skills Communication | | |
| Exchanges wide ranging complex and contentious information with different sets of people, orally and in writing | X | |
| Delivers well-structured communication to different people and uses a range of influencing skills effectively | X | |



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| Uses effective negotiation skills and deals with potential conflict | X | |
| Produces highly complex reports / documents to suit the needs of the audience | X | |
| 4. Decision making | | |
| Makes decisions on a wide range of issues which may involve several work areas and where a number of options may exist | X | |
| Deals with complex decision making involving a degree of uncertainty | X | |
| 5. Problem solving | | |
| Uses an analytical approach to solve very complex situations or problems | X | |
| Analyses and interprets very varied and highly complex information from several sources | X | |
| Uses lateral or creative problem solving where there is little precedence to draw on or a high level of uncertainty exists | X | |
| Develops long term solutions and strategies | X | |
| 6. General Requirements | | |
| Able to work flexibly, including any service specific hours | X | |
| Able to travel to various locations throughout the borough within a reasonable timescale | X | |

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| Special Conditions | | |
| <ul style="list-style-type: none"> • The post will require evening and weekend work. • The post will be subject to a DBS check being carried out at an enhanced level, every two years. • The post holder must be able to perform all duties and tasks with reasonable adjustments where appropriate in accordance with the disability discrimination act. • Where possible to arrange personal leave and lieu time to be taken commensurate with the needs of the centre and role delivery. • Job Descriptions cannot be exhaustive and the post holder may from time to time be required to undertake other duties which are broadly in line with the above key responsibilities. | | |



Job Description

Terms of appointment

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| Salary: | £10640 per annum |
| Pension: | 3% employer contribution |
| Location: | Base location Dun Street, Swinton, Mexborough, S64 8AN |
| Hours of work: | 21 hrs per week |
| Annual leave: | 25 days plus bank holidays (pro-rata) |