

# Social Care Worker Job Description

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## **Duties and Responsibilities:**

- Provide assistance to the social care leader on personal care plans, family liaison, program developments, budget management, staff planning, health and safety, and staff support
- Ensure the provision of a high standard of care; and contribute to the creation, maintenance, and promotion of a caring, supportive, and welcoming environment at the center
- Treat the you people at the center with respect and dignity at all times
- Initiate and implement programs that stimulate activities in young people
- Give time and support to young people in building relationships
- Assist and escort residents on arranged group outings
- Ensure service-users are not subjected to any form of abuse, including bullying
- Ensure the maintenance of all relevant center records to a high standard
- Participate in duties that promote maintenance of hygiene, and ensure that the house is kept in a tidy and clean condition always
- Develop and maintain good relationships with other professionals and outside agencies, and families of service-users
- Take part in staff meetings
- Make sure that safety and health guidelines are followed always
- Report all complaints and incidents/accidents, and handle them following organization's procedures and policies
- Create report for and communicate with the social care leader or manager on all activities involving the center's service-users
- Take relevant and available training programs to develop useful abilities and skills
- Maintain a high level of confidentiality while working in a team with other professionals and sharing information.

## **Social Care Worker Requirements – Skills, Knowledge, and Abilities**

- Considerable working experience in a residential setting
- Genuine interest working with and supporting people with needs
- Good working knowledge of community integration
- Strong ability to produce concise and clear reports, both in writing and verbally concerning the service-users
- Strong knowledge of and the ability to work with computers
- Strong ability, willingness, and flexibility to create new approaches to work in accordance with the demand of service-users
- Possess experience in resource management functions; and ability to apply innovative approach
- Excellent coordination, administrative, and interpersonal skills
- Strong flexibility and analytical skills
- Strong ability to work effectively independently and in a fast-paced team environment
- Strong ability to take initiative and work confidently and proactively
- Strong ability to work closely with external organizations and senior managers
- Good knowledge of risk assessment management and human rights and advocacy
- Possess home management skills and quality systems experience
- Strong experience with administering medication, managing budgets, and making sure spending is carried out effectively
- Good experience and working knowledge of legislation.