

## Job roles factsheet:

# What does my social worker/social care officer do?

### » What do Hartlepool's social workers and social care officers do?

Social workers and social care officers help people who are going through some kind of crisis or difficulty in their lives. Our social workers and social care officers organise care and support for:

- older people (aged 65 or over)
- people with learning disabilities
- people with physical disabilities
- people who are having difficulty with their hearing or sight
- people with mental health problems
- young people and adults who care for relatives or friends

### » The difference between social workers and social care officers

Social workers have a social work qualification, called the Diploma in Social Work. Social care officers do not have this qualification but often have many years' experience of social care.

A social care officer will provide the same service as a qualified social worker. They will be supervised by a qualified social worker or their team manager when working on a case.

Both social workers and social care officers receive ongoing training as part of their employment.

Before you get any support from adult social care you must have an assessment. A request for an assessment is called a **referral**. Social care teams get most of their referrals through the Duty team. Other services - such as the Occupational Therapy team - may also ask for a social care assessment for somebody they are working with.

After considering each worker's existing caseload, team managers allocate referrals to social workers or social care officers depending on the subject of the referral.

Once a social worker or social care officer receives a referral they will start to gather the

information they need for their assessment. They will do this by meeting the person who the referral is about and by contacting other professionals - such as doctors or district nurses - if they need to. A social worker or social care officer will only talk to other professionals about your case if you give them permission to do so.

Your social worker or social care officer will work with you to help you fill in a self-directed assessment questionnaire (SDAQ). They will work with you to put together a support plan which gives details of what will happen to help meet your needs. For example, you may agree that your social worker should arrange for a home carer to visit you each day to help you prepare meals, or you may choose to receive a personal budget so that you can arrange your own services.

Once you and your social worker or social care officer have agreed on your support plan they will help to get everything in place. They will then review your case periodically to make sure everything is going as it should be and that the things agreed in your support plan are meeting your needs.

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### » About this factsheet

This factsheet tells you about the role of Hartlepool's social workers and social care officers. We issued this factsheet in July 2011. We will check the information is up to date in July 2012.

### » Other useful factsheets

Title	Reference
■ How to contact us	Factsheet 01
■ What we do	Factsheet 02
■ What does my occupational therapist do?	Factsheet 30
■ What does the Duty team do?	Factsheet 32



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