

**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

<b>SERVICE:</b>	ADULT CARE & SUPPORT SERVICES
<b>SECTION:</b>	Work Across all Operational Sections
<b>LOCATION:</b>	Number One Riverside / co-located to any of the Pennine Acute Trust sites
<b>JOB TITLE:</b>	Assessment and Support Planning Officer
<b>POST NUMBER:</b>	
<b>Grade:</b>	5
<b>Accountable to:</b>	Senior Support Planner
<b>Accountable for:</b>	
<b>Hours of Duty:</b>	37 hours per week in accordance with the needs of the Service
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>The postholder will be expected to undertake a certain amount of travelling in the course of his/her duties. Appropriate mileage rates will be payable for car users.</p> <p>The post is subject to an enhanced Disclosure and Barring Service check including a barred list check against the Adult Workforce.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

Support Planners will generally work with the less complex cases with guidance from Line managers and Health & Social Care colleagues. They will be based in one of our service areas:

- Integrated Neighbourhood Teams
- Transfer of Care / Hospital Discharge
- Prevention
- Specialist Services

This will determine the core focus of their work but each section will have a common structure as outlined in the organisational chart below:

## **PURPOSE AND OBJECTIVES OF THE JOB**

- To ensure that adults who meet the National Eligibility for care and support receive an assessment and any subsequent support necessary to meet their wellbeing outcomes.
- To work with individuals, their family, friends and circles of support to both (re)assess needs and develop and review support plans in line with wellbeing outcomes.
- To support an individual to take into account any preventive measures that will maintain their independence.
- Carry out proportionate assessments and reviews of existing social care packages and make low level changes as necessary including recalculating personal budgets.
- To work with individuals to become less dependent on 'service support' systems and develop in their place a 'self-support' network of family, friends and associates within the person's neighbourhood.
- To ensure individuals who are seeking job opportunities receive the necessary advice, support and guidance to move into employment (either paid or voluntary).
- To participate in any on call or duty systems as required ensuring a flexible and timely response to the needs of individuals and queries from the public.
- Establish and encourage the use of Direct Cash Payments.
- Ensure the principles of The Care Act 2014, strength based approaches and person-centred principles to promote personalised services.

## **Control of Resources**

### **Personnel**

Take responsibility for your own work and motivation, seeking support when required.

### **Financial**

To develop Support Plans in line with a person's personal budget make low level changes as necessary including recalculating personal budgets.

### **Equipment/Materials**

To ensure the proper use of material and equipment resources.

## **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council and Adult Care.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

- Develop and maintain positive and effective relationships with individuals their families/carers, circles of support, staff of outside agencies, including NHS, other public and voluntary agencies.
- Maintain amicable and professional relationships with staff within the organisation.

## **Responsibilities**

The postholder must –

- (i) Perform his/her duties in line with the corporate leadership values and behaviours
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

## **Principal Duties**

- 1 To develop a relationship with individuals, their families, friends and circles of support in order to determine how their wellbeing outcomes will be addressed.
- 2 Promote a strength based approach and strength based conversations to develop an understanding of what support people want/need. To develop a framework for decision making that incorporates the wishes of the individual, their family and circles of support.
- 3 Develop Support Plans with the individual, their family and circle of support to identify agreed wellbeing outcomes, including awareness of duty to safeguard them from neglect and/or abuse.
- 4 Carry out proportionate assessments and reviews of existing social care packages and make low level changes, including recalculating personal budgets, as necessary.
- 5 To explore flexible and creative support opportunities including community resources that may result in individuals becoming less reliant on adult care services.
- 6 Promote Direct Payments providing information and support to individuals as required.
- 7 To ensure that individuals interested in employment opportunities receive the necessary advice, support and guidance in order to ensure successful outcomes.
- 8 Produce accurate records and provide written reports in line with departmental procedures.

**Secondary Duties**

1. To attend regular staff meetings and, other relevant meetings as and when required.
2. To participate in training courses as and when required.
3. To provide appropriate cover for other colleagues across the service during holidays, sickness or training.
4. To participate in planned supervision and personal development reviews.
5. To offer support to service users/families in relation to benefit entitlements by seeking advice from appropriate agencies.
6. As directed to liaise with staff/representatives of other sections of the Service and other internal and external agencies in the interests of service users and as part of their individual support plan.
7. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description

prepared by

Jane Myers

05.07.2017

Agreed by Postholder

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**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Adult Care &amp; Support Services</b>	<b>Post:</b>	<b>Assessment &amp; Support Planning Officer</b>
<b>Section :</b>	<b>Integrated Neighbourhood Service</b>	<b>Post Number :</b>	<b>ACOPPTCRONM3</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>5</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Special Working Conditions</b>		
1 Are you able to work flexibly outside of normal working hours to attend meetings and other events as required?	E	AF, I
2 Are you prepared to undertake a certain amount of travelling in the execution of your duties?	E	AF, I
3 Are you willing to attend any training courses which meet the needs of the service?	E	AF, I
4 Hours may be required to be worked any 5 days in 7, as per the needs of the service. Are you able to do this?	E	AF, I
<b>(b) Qualification and Experience</b>		
5 What is your experience (or can you demonstrate a good understanding) of facilitating personalised support plans and assessment processes?	E	AF, I
<b>(c) Skills and Knowledge</b>		
6 Please demonstrate a practical approach to implementing the personalisation policy	E	AF, I
7 How would you work in a person centred /personalised way using strength based approaches?	E	AF, I
8 What abilities do you have to write records and reports clearly and concisely?	E	AF, I
9 What is your understanding of the importance of safeguarding in respect of vulnerable adults and children?	E	AF, I
10 What computer skills do you have?	E	AF, I
11 How would you work with a budget to create a dynamic support package that meets eligible support needs?	E	AF, I
12 How would you communicate with a wide range of service users including their relatives and circles of support?	E	AF, I
13 How would you promote choice, independence and inclusion for service users?	E	AF, I
14 What abilities do you have to display negotiation skills and challenge services users, carers and family views and expectations when necessary?	E	AF, I
15 How would you enable individuals to find active and positive	E	AF, I

	roles within their local community?		
16	What literacy and numeracy skills do you have?	E	AF, I
17	How would you network and make links with the local community?	E	AF, I
<b>(d) Behaviours and Values</b>			
18	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li>Valuing our people</li> <li>Focusing on customers</li> <li>Acting with integrity</li> <li>Using time and money wisely</li> <li>Working together</li> <li>Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF, I
<b>Armed Forces</b>			
19	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF, I
20	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF, I