

## Social Care Assessor

**Service:** CHILDREN, FAMILIES AND WELL-BEING  
**Grade:** Band 5  
**Reporting to:** Service Manager and Senior Practitioner  
**Responsible for:** No Direct Reports



### We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

***Our vision: Working together to build the best future for all our communities / everyone in Trafford.***

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



### Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

**At Trafford Council we are EPIC**

**We EMPOWER** – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

**We are PEOPLE CENTRED** – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

**We are INCLUSIVE** – We are committed to creating an environment that values and respects the diversity and richness differences bring

**We COLLABORATE** – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

## A day in the life

'A day in the life' section of this Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'you have' section explores what qualifications and experience you will need for the role and the 'your strengths' section is where you can tell us about what skills and knowledge you can bring with you to succeed in the role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

### **Your Main Priorities**

- ◆ To undertake Social work duties under the supervision of a qualified Social Worker/ Senior Practitioner

### **Key duties**

1. To carry out assessments of service users' needs in line with local eligibility criteria under the Care Act 2014
2. To assess the Mental capacity of service users
3. Develop care and support plans to meet their assessed needs.
4. Produce and present funding panel applications for care packages to meet eligible needs
5. To contribute a social work perspective to multi-disciplinary decisions.
6. To liaise with relevant agencies in promoting the health and wellbeing of service users.
7. To maintain client records in accordance with departmental policy and local arrangements.
8. To contribute to the implementation of local safeguarding adults procedures.

9. To provide regular reviews to ensure that care needs are being met.
  10. To work closely with providers and families to ensure the delivery of care and support plans, identifying or providing assistance where required.
  11. To make recommendations about changes to the care and support plans where appropriate.
  12. To visit Service Users at their home or other venues as appropriate.
  13. To meet with and/or undertake visits to Service User's relatives, friends or neighbours as appropriate.
  14. To review placements and care arrangements for service users.
  15. To prepare/ provide reviews and reports as required.
  16. To manage a caseload under the supervision of a qualified Social Worker/Senior Practitioner
  17. Any other duties required commensurate with the grading and nature of the post.
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### You Have

- NVQ 3 in Health and Social Care or equivalent.
- 2 years' experience in an Adult social care setting
- Knowledge of Social Services functions/duties.

### Your strengths

- Competent ICT and numeracy skills
- Excellent written and verbal communication skills including report writing
- Analytical skills
- Effective organisational and planning skills

- Knowledge of National policy Frameworks in Adult Social Care.
- Knowledge of the Mental Capacity Act
- Assessment skills and an understanding of the needs of individuals.
- Good written and recording skills, computer literacy and administrative skills
- Good interpersonal skills.
- Ability to communicate and negotiate with a wide range of people from different backgrounds.
- Ability to devise appropriate care planning activities, taking account of costs and resources.
- Ability to work independently but to appreciate the wider implications of particular issues and seek advice when necessary
- Ability to work as part of a team, but also use own initiative.
- Ability to competently assess situations which may be of a difficult and/or sensitive nature and take appropriate action.
- Ability to be flexible and prioritise workload. Able to work under pressure
- Ability to operate in an anti-discriminatory manner.

### **Special Working Conditions**

**An expectation that work will be required out of normal office hours from time to time**

- Collaborative working
- Caring and empathetic

<p><b>Applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post</b></p> <ul style="list-style-type: none"><li>• This post is subject to an enhanced DBS check</li></ul>	
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Date prepared/revised: April 2019

### **Health and Safety**

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

### **Equalities & Diversity**

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

### **Customer Care**

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

### **Training and Development**

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

### **Policy**

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

### **Information Governance**

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.