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| **Department** | **People Services** |
| **Job Title** | Disability Adaptations Officer – Independent Living Service |
| **Grade** | Grade E |
| **Primary Purpose of Job** | To do everything possible to ensure that the Department fulfils its primary purposes both effectively and efficiently to people with disabilities. The specific responsibilities to the post relate to providing a technical and practical service to people with disabilities. |
| **Reporting To** | Service Manager – Integrated Community Equipment Stores |
| **Staffing** **Responsibilities** | N/A |

**Main Duties**

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| **1** | To undertake assessment of need with a view to providing aids to daily living and adaptations where necessary. |
| **2** | To provide a technical service such as fitting rails to meet the needs of service users following assessment. |
| **3** | To participate in the organisation and administration of the work of the post so that the job of providing the service gets done. |
| **4** | To provide Management information to assist in the setting, implementing and monitoring of the Department’s Strategies and Services. |
| **5** | To communicate and to work with other professionals, agencies, organisations and volunteers to meet the needs of the service users. |
| **6** | To liaise as necessary with the Service Manager, Health and Local Authority personnel in the processing of adaptations/aids to daily living requests. |
| **7** | To undertake risk assessments as part of the assessment process and review as necessary. |
| **8** | To fit minor pieces of equipment including rails as necessary. |
| **9** | To provide guidance and advice to clients and their families when aids to daily living and/or adaptations are provided. |
| **10** | To provide information to service users and their families relating to the nature, availability and location of services and facilities available to people with disabilities. |
| **11** | To maintain appropriate, adequate records of assessment and other service user contact. |
| **12** | To maintain records for ensuring effective stock control of aids to daily living provided to clients. |
| **Date Job Description prepared/updated:** | **Updated 30-07-2020** |
| **Job Description prepared by:** | **Julie Nuttall** |



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| **Department** | **People Services** |
| **Job Title** | **Disability Adaptations Officer – Independent Living service**  |
| **Stage One** | Disabled candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Awareness of the difficulties experienced by people with disabilities and age related illnesses | Application/Interview |
| 2. | Ability to conduct an assessment of need for the possible provision of appropriate equipment/adaptations. | Application/Interview |
| 3. | Ability to problem solve thinking imaginatively in developing solutions to meet peoples needs. | Application/Interview |
| 4. | Ability to carry out simple joinery tasks such as fitting rails to walls, bolting frames to floor, fitting of stair rail etc. | Application/Interview |
| 5. | Knowledge and experience of general health & safety relating to building industry. | Application/Interview |
| 6. | Ability to communicate effectively with a wide spectrum of members of society  | Interview |
| 7. | Ability to liaise and co-work with own colleagues/agencies and members of staff from other disciplines. | Interview |
| 8. | An ability to organise workload and set priorities in order to complete the work as efficiently and effectively as possible. | Interview |
| 9. | Ability to communicate effectively in writing and maintain appropriate records. | Application/Interview |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |

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| **2. Experience/Qualifications/Training etc** |
| 1. | City/Guilds or NVQ Joinery Qualification or equivalent  | Application/Interview |
| 2. | One Year experience of dealing with people with a disability in any setting | Application/Interview |
| 3. | This post operates under the flexible hours working scheme. | Application/Interview |
| **3. Work Related Circumstances** |
| 1. | A policy of no smoking will apply. | Application FormInterview |
| 2. | The nature and demands of the postholder’s time are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time. | Application FormInterview |
| 3. | This post operates under the flexible hours working scheme. | Application FormInterview |
| 4. | Ability to cope with the physical demands of the post as some lifting is required. | Application FormInterview |
| 5. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Application FormInterview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Some knowledge of legislation relating to people with disabilities  | Application/Interview |
| 2. | An awareness of the role and function of the People Services Department in the provision of services for people with disabilities | Application/Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | One years experience in working with people with disabilities in any care setting | Application/Interview |

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| **Date Person Specification prepared/updated:** | **Updated 30-07-2020** |
| **Person Specification prepared by:** | **Julie Nuttall** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.