

Social Care Assessor

Role Profile

Service: Adult Social Care – Adults' Services Directorate
Band: Band 5
Reporting to: Service Manager and Senior Practitioner
Responsible for: No direct reports



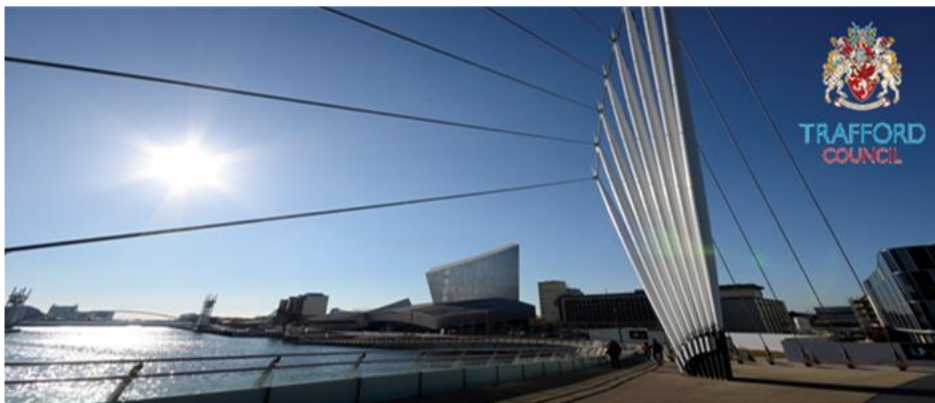
About Us

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 have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



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.

About the Role

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 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

This role is based in the Adults' Social Care Urgent Care Team at Wythenshawe Hospital and forms part of the wider Urgent Care Team. This team acts as a single point of access for referrals to be managed and appropriate support to be sourced. The Covid-19 pandemic changed the way social work in hospitals is applied, adopting a 'discharge to assess' model and utilising trusted assessments to manage the transfer of care of individuals to minimise unnecessary hospital stays. Upon discharge, whether returning home with care or placing into a 24-hour care setting for a period of assessment, the team provide a person-centred community assessment to those referred, assessing for long term care needs once in the community.

As well as providing discharge to assessment, the Adults' Social Care Urgent Care Team also provides a duty function at Wythenshawe Hospital, including onsite support to the Integrated Discharge Team to ensure safe and effective discharges and adopting a 'home first' approach.

Your Main Priorities

- Undertaking social work duties under the supervision of a qualified Social Worker/Senior Practitioner or manager.
- In partnership with adults and/or carers, provide strength-based assessments, tailored support-planning, and reviews of adults' needs in line with local eligibility criteria under the Care Act 2014.
- Carry out assessments as part of a multi-disciplinary team, including taking part in team meetings and duty rotas.
- Undertaking administration and management of workload providing statistical information as required.
- Contributing to working/project groups as appropriate, supporting the development and improvement of services.

Key duties

- Assessing the mental capacity of service users.
- Developing care and support plans to meet individual's assessed needs.
- Producing and presenting funding panel applications for care packages to meet eligible needs.
- Contributing a social work perspective to multi-disciplinary decisions.
- Liaising with relevant agencies in promoting the health and wellbeing of service users.
- Maintaining accurate client records in accordance with departmental policy and local arrangements.
- Contributing to the implementation of local safeguarding adults procedures.
- Providing regular reviews to ensure that care needs are being met.
- Working closely with providers and families to ensure that care and support plans are being delivered; identifying or providing assistance where needed and making recommendations about changes to care and support plans where appropriate.
- Visiting service users at their home or other venues as appropriate.
- Reviewing placements and care arrangements for service users and providing reports as required.
- Managing a caseload under the supervision of a qualified Social Worker/Senior Practitioner.
- Undertaking any other duties that may arise, as required, from time to time that are commensurate with the grade of the post.

About You

Qualifications and Professional Development

- GCSE 9-4 (A*-C) in English and Math, or equivalent qualification
- NVQ 3 in Health and Social Care or equivalent qualification in a related area
- Commitment to continuous personal and professional development

Experience and Knowledge

- Proven experience working within an adult social care setting
- Experience of working collaboratively within a multi-disciplinary team, with families and external agencies
- Knowledge of National policy frameworks in Adult Social Care
- Knowledge of the Care Act 2014, Mental Capacity Act 2005 and Mental Health Act 1983

- Working understanding of relevant legislation and ability to work within legal and departmental frameworks

Skills and abilities

- Excellent interpersonal and communication skills (verbal and written) including the ability to negotiate with a wide range of people from different backgrounds
- Able to work effectively both as part of a team and independently, using own initiative but able to appreciate the wider implications of particular issues and seek advice when necessary
- Effective organisational and planning skills including managing a caseload, prioritising workload, and able to independently manage conflicting demands
- IT and numeracy skills; able to prepare reports and maintain computer / manual systems for record keeping
- Analytical skills, competently assess situations which may be of a difficult and/or sensitive nature, manage risks and take appropriate action
- Assessment, care management and reviewing skills and able to devise appropriate care planning activities, taking account of costs and resources
- Ability to work in an anti-discriminatory manner

Special Conditions

- Enhanced DBS required with adults barred list check
- Car User / full driving license required
- Willing and able to travel to work at sites within and outside the Trafford Borough
- Hybrid work style; working a minimum of 2 days in our offices (Wythenshawe Hospital and Meadway) and the other part of the week from home
- Unsocial hours/weekend work may be required

Date prepared/revised	NOV 2019 Updated 26/03/2024
Prepared/revised by	ML / A Meehan / L Irving / R Pollard
Job Evaluation	Existing evaluation

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.