



JOB DESCRIPTION

DEPARTMENT : Children, Families and Wellbeing

JOB TITLE: Social Care Assessor – Assessment and Reablement Team

GRADE: Band 5

RESPONSIBLE TO: Team Co-ordinator, Assessment and Reablement team

MAIN PURPOSE OF THE JOB:

To undertake Needs Assessments and/or develop care plans and support plans which underpins social care intervention to individuals who are eligible for services. To transfer cases appropriately under the guidance of the line management process.

MAIN DUTIES

1. To contact individuals, their representatives and relevant parties in a timely manner so as to undertake an effective assessment within timescales agreed with Team Co-ordinator.
2. To carry out the initial part of the needs assessment process for service users accessing the Assessment and Reablement service in line with the Single Assessment Framework.
3. To carry out the final part of the needs assessment process, completing the Care Plan and other relevant paperwork within agreed timescales.
4. To provide information and advice to individuals and their carers on the outcomes of the assessment, including the application of the Fair Access to Care Services criteria.
5. To identify areas of risk and provide an action plan to assist in the management of risk.
6. To provide information and advice to clients/carers of other appropriate alternative support services.

7. To have a willingness and understanding to work within the national and local policy frameworks including the application of Fair Access to Care Services criteria.
8. To undertake outcome focused assessments and interventions that empower individuals and their carers.
9. To maintain records (manual and computer) in accordance with departmental policy and produce information and statistics from those and other record systems.
10. To undertake home visits.
11. Any other duties required commensurate with the grading and nature of this post.
11. To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan.
12. To access development opportunities as they arise and to share learning with others.

SPECIFIC ACTIVITIES

1. To liaise with the relatives, friends or neighbours of individuals as appropriate.
2. To visit/contact other agencies/organisations as required.
3. To undertake escort duties appropriate to the circumstances and with agreement of Team Co-ordinator.
4. To maintain up-to-date written case records on individuals this must include outcomes in respect of each individual.
5. To prepare/provide reviews and reports as required.
6. To ensure the timely and effective transfer of cases to appropriate team.
7. To attend departmental meetings as required.
8. To undertake training programmes as required.
9. To take a flexible approach in providing cover for colleagues on annual leave and sick and general cover issues.
10. To discuss cases and staff development needs.
11. To receive and participate in regular supervision PDR sessions to discuss individual cases and personal development.

12. Without prejudice to undertake any other duties as directed by Team Co-ordinator in the interests of the service.

Standard Statements

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 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 own 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 and Pennine Care NHS Foundation Trust, within the framework established by the Council Constitution and associated guidance.

CONFIDENTIALITY

- To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

Disclosure of Criminal Background (if applicable)

All employers are required to check with the Disclosure and Barring Service, the possible criminal background of staff and volunteers who apply to work

with, or will have access to information about, children and young people or vulnerable service users.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working within Children, Families and Wellbeing Service. This will depend on the nature of the position and the circumstances and background of any offences.

Please note applicants refusing to sign the form or failing to disclose any convictions will not be progressed further.

Children, Families and Wellbeing Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



PERSON SPECIFICATION

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STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
NVQ 3 in Health and Social Care or equivalent Ability to drive and use of a vehicle	A/C
2. Experience	
2 years' experience in a social care setting	A/I
3. Knowledge	
Knowledge of Social Services functions/duties	A/I
Knowledge of National policy Frameworks in Adult Social Care	A/I
4. Skills & Abilities	

Assessment skills and an understanding of the needs of individuals	A/I
Good written and recording skills, computer literacy and administrative skills	A/I
Good interpersonal skills	A/I
Ability to communicate and negotiate with a wide range of people from different backgrounds	A/I
Ability to devise appropriate care planning activities, taking account of costs and resources	A/I
Ability to work independently but to appreciate the wider implications of particular issues and seek advice when necessary	A/I
Ability to work as part of a team, but also use own initiative	A/I
Ability to competently assess situations which may be of a difficult and/or sensitive nature and take appropriate action	A/I
Ability to be flexible and prioritise workload. Able to work under pressure	A/I
Ability to operate in an anti-discriminatory manner	A/I
Resilience to cope with difficult situations and uncooperative people	A/I
5 Work Related Circumstances	
A flexible working policy is in operation	I
A policy of no smoking will apply	I
An expectation that work will be required out of normal office hours from time to time	I
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.	I
If it is a requirement of this post that an enhanced Disclosure and Barring Service check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.	I

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. Qualifications/Training etc.	
2. Experience	
3 years' experience in assessment and care planning	A/I
3. Knowledge	
4. Skills & Abilities	

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: July 2011
Prepared/revised by: C Warner