

JOB DESCRIPTION

Job Title:	Post No:	Grade:
Social Care Assessor		HC6
Directorate:	Division/ Department:	Section/ Location:
Community Wellbeing		ASC
Organisational information:		
Responsible to: Social Workers, Senior Practitioners and Team Manager		
Professionally responsible to: (where appropriate)		
Quantifiable measures relating to the post: <i>(eg. number of staff managed, number of patients, size of local population, budget)</i>		
Responsible for:		
No direct supervisory responsibility. May be asked to support new or more junior members of the team as required.		
Key relationships/functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
Adult Social Care – managers and professional staff Community Equipment Store – managers and staff Partner Agencies Service users, their families and carers		
Main Purpose of Job:		
Individuals recruited into the Social Care Assessor role will be primarily focussed on assessing and support planning for service users' needs in order to maximise their ability to live as independently as possible.		
- Operating within the principles of integrated working, liaising closely with professionals and colleagues from all agencies to improve choice and quality of life for adults who need support. Through the use of timely interventions that maximise long-term independence and minimise the need whenever achievable for on-going support by delivering one or more of the seven social care outcomes: - Improved health and emotional wellbeing. - Improved quality of life. - Making a positive contribution. - Exercising choice and control. - Maintaining personal dignity. - Economic wellbeing and freedom. - Freedom from discrimination.		

- Within the context of an enablement approach to provide individualised, outcomes-led personalised support, based on structured individual assessments that inform the setting up and commissioning of appropriate enabling packages of support.
- Conduct timely, regular and frequent reviews of people's support plans through structured re-assessments, and put in place any necessary revisions to ensure that the plans remain relevant, proportionate, appropriate and cost effective in delivering the required outcomes, in the context of changing circumstances.

Main Responsibilities/Accountabilities/Key Result Areas:

The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:

- From the initial point of contact, to actively engage with people wishing to access services, conduct individual assessments or facilitate self-assessments using the appropriate assessment tools and techniques in order to establish clear, relevant, proportionate and appropriate options
- Based on individual structured assessments and in line with the enablement approach, plan and set up appropriate personalised and outcome-led packages of support that maximise long-term independence and choice and minimise ongoing support and whole life cost of care for that person. As described above, the primary focus of the Assessment and Enablement Officers will depend upon the specific role and team to which the individual has been appointed.
- Act as "trusted assessors" for defined areas of the support plan subject to appropriate training and competency, enabling the council to provide service users with holistic support during the customer journey.
- Monitor and carry out timely, regular and frequent reviews of people's support plans in compliance with service targets. Reviews may be attended by service users, colleagues, representatives of other agencies.
- Conduct appropriate risk assessments in line with eligibility criteria ensuring that where needed the support of a social worker and or other lead professional to assist this process is sought.
- To manage an allocated caseload of clients according to your skills, training and competence, with provision of guidance and supervision that is reasonable to expect without a professional qualification.
- Liaise with and maintain effective working relationships with other local services, specialist teams, the CCG, Hospital Trusts and the 3rd sector relevant to the needs of the service users in order to deliver a holistic and seamless service to the client. Represent the service at external meetings, prepare papers, draft and present statements and reports as required.
- Identify with support more complex or high risk cases for referral on to the appropriate team or individual (responsibility for work allocation lies with team management). Where appropriate seek support on aspects of a case requiring professional or specialist input from one of the professional/specialist workers such as a Social Worker, Occupational Therapist or Telecare Coordinator.
- Value and encourage the contribution of service users and their advocates, relatives, carers and support workers where appropriate, to ensure that they are engaged in the assessment, support and review process. Promote self-assessment.
- Support, promote and calculate personalised budgets and understand the principle of direct payments and self-funding to ensure that clients are supported in exercising choice based on assessed risk and expected outcomes. Support clients in navigating through the appropriate procedures.
- Work with the brokers to procure support plans including equipment and adaptations.
- Take responsibility for the administrative tasks associated with dealing with cases in accordance with service procedures, standards and targets.
- Maintain up to date, accurate and timely records of communication, decisions, actions and outcomes relating to cases in line with processes, standards and systems of the Council.
- Take responsibility for promoting and safeguarding the welfare of people who come into

contact with the service, in full compliance with Council procedures.

- Ensure compliance with policies and procedures of Adult Social Services, and those of any partner agencies, and that the service is always delivered in accordance with professional standards, policy and practice and the relevant statutory and regulatory frameworks.
- Assist with monitoring and evaluating the effectiveness of the service and contribute to the development of service improvements through participation and involvement in local and central team meetings, supervision, training, conferences and other forums.
- Work flexibly and respond positively to changing business and client needs and carry out any other duties within the scope of the nature and grade of the post, as directed by the line manager.
- Understand the budgetary framework and context of the role to ensure that the service delivers value for money and cost effective solutions and options within defined budgetary constraints.
- Advise your designated line manager on a regular basis of casework plans and developments and to seek authorisation in line with delegated authority.
- Deliver person-centred, outcome-focused services to shared objectives ensuring people are offered:
 - Easy and fast access
 - Choice and control over flexible service options
 - Support in making informed decisions
 - Control over the appropriate risks of support plans
 - Beneficial changes to reflect changing circumstances and preferences

Specific Accountabilities – Assessment and Enablement Officer (Occupational Therapy)

- In line with the enablement approach, set up appropriate personalised support plans where minor or major equipment (including telecare) or straightforward Occupational Therapy support and guidance is accepted as meeting the priority need of the client and the eligibility criteria of the service.

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Other information:

1. Disclosure type: enhanced

This is a Politically Restricted job, ie. the job holder cannot:

- be a candidate, or prospective candidate for election as an MP, MEP or local authority councillor
 - act as an election agent or sub agent for a candidate for election as an MP, MEP or local authority councillor
 - hold office in a political party
 - canvass at elections on behalf of a political party
 - speak or write in public in a manner that appears to be designed to affect public support for a political party.
2. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.

3. **For all school staff and any post working with children, young people and vulnerable adults:**
Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
4. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.
5. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.
6. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.
7. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.
8. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
Date Job Description last reviewed:	