**SEFTON METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

**Department:** Adult Social Care **Location:** Various

**Division:** Adult Social Care  **Post No:** Various

**Job Evaluation Number:**

**Section: Adult Social Care**

**Post:** Community Assessor

**Grade:** G

**Responsible To:** Team Manager

**Responsible For:** N/A

**JOB PURPOSE**

To contribute to the delivery of an effective Adult Social Care Service as a member of a team responsible for safeguarding, promoting the welfare of and continuously improving outcomes for individuals.

To be responsible for providing practical and social support for vulnerable people and their families, including contributing to assessment and review of care packages, recognising serious risk and promoting informed choices.

**MAIN DUTIES**

1. Manage an allocated workload in line with the policies and procedures of the Team, the Service area and the Council.
2. Contribute to person centred needs led assessment, support planning, interventions and reviews ensuring full involvement of the individual and significant others.
3. Prepare a statement of need that ensures that the best possible options are available through the commissioning of personalised services and liaising with other professionals and agencies as required.
4. Listen to expressed preferences and choice and negotiate appropriate care arrangements with individuals and their carers within agreed resources.
5. Undertake planned reviews to ensure customers receive care according to their assessed ongoing needs.
6. Signpost to and fully utilise initiatives provided within the local community to enable individuals to participate in everyday life as an active citizen.
7. Communicate effectively and confidently in a range of situations and with regard to sensory, physical and cognitive needs.
8. Demonstrate inclusive practice in relation to identity and diversity, challenging any issues of concern.
9. Work co-operatively with both internal and external colleagues across multi-agency boundaries.
10. Attend and represent the service at a range of meetings including multi-disciplinary reviews.
11. Identify and assess levels of risk and take responsibility for reporting through the line management structure. Participate in safeguarding investigations.
12. Maintain up to date and accurate written records.
13. Be responsible, as specified in Departmental Guidance for accurate, timely and up to date data entry on all cases including:
    * data entry on IAS and any other electronic tools or database
    * data required for specific PIs/targets
14. Ensure that the financial elements of assessments are recorded and forwarded for authorisation using the appropriate system.
15. Contribute to the development of the service through team meetings, Departmental and Council events.
16. Prepare for and attend Performance and Development Reviews, supervision sessions and staff meetings and make use of all available learning and development opportunities.
17. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
18. Undertake any other duties as directed from time-to-time to meet the exigencies of the service.

**SPECIAL CONDITIONS (if applicable)**

N/A

**GENERAL:**

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

This job description applies to a number of jobs within Adult’s Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are ‘spent’ under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

**Prepared by: Name** Adult Social Care

**Designation** Adult Social Care

**Date** December 2015

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| **SEFTON COUNCIL – PEOPLE SERVICE**  **PERSON SPECIFICATION** | Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below. |

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| **Job Title:** | Community Assessor | **Post Number:** | Various |

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| **Criteria** | **Essential** | **Desirable** | **Assessment Method** |
| **Qualifications** | Level 3 qualification or equivalent in relating to working with Adults and Older People |  | C |
| **Experience** |  |  |  |
| **Demonstrable skills, knowledge and aptitudes**  **Demonstrable skills, knowledge and aptitudes continued** | Knowledge of issues affecting an individual’s vulnerability and resilience.  Ability to identify and assess risk  Ability to communicate effectively and undertake direct work with a range of individuals.  Knowledge of assessment frameworks and other relevant assessment, planning and reviewing tools.  Ability to write accurate records and reports  Ability to effectively undertake partnership working with individuals and their families/carers.  Ability to meet the demands of the service and produce work to a high standard within set timescales.  Ability to be solution focused in relation to case work and service development, resolving familiar routine problems autonomously.  Awareness of products, solutions and information sources relevant to a variety of different personal needs.  Awareness of environmental impacts on the ability for individuals to maintain their independence.  Ability to follow through on agreements with indivduals and families and demonstrate empathy.  Ability to take advantage of, and use, information technology, including the use of the IAS system.  Ability to work within professional and ethical standards. | Knowledge of appropriate legislative frameworks, statutory guidance and processes. | A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Special requirements** | This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring service (DBS) in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. | This post is designated casual car user. | C |
| **Other** | Commitment to own professional development.  Ability to understand and demonstrate a commitment to equality and diversity.  Must be legally entitled to work in the  UK.  The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time. |  | A/I  A/I  C |