

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Trusted Assessor |
| HBC Grade: | **HBC10** |
| Service: | **Care Home Division** |
| Division: | **Commissioning and Provision** |

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| **Main Purpose of the Role** |
| To work alongside care settings to identify and facilitate safe and appropriate 24-hour placements for adults leaving hospital, whether as new or existing residents.    Using applied clinical knowledge, the post holder will co-ordinate and undertake comprehensive, person-centred assessments of need based on short-term and long-term goals, liaising across multi-disciplinary teams to ensure smooth and safe transfer and continuity of care.  Demonstrate expert and effective practice in complex situations, assessing and managing high levels of risk, managing complex caseloads, working autonomously to offer expert opinion within the organisation and to others. |

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| Key Duties | |
| 1 | Facilitate positive hospital discharge outcomes by undertaking person centred planning with individuals, enabling people to be involved and have a say in the development of their own care. |
| 2 | Manage an allocated workload within individual and council priorities and policies, taking referrals from 24-hour care settings to undertake assessments on their behalf, in conjunction with them, or to arranging for them to complete their own assessments of patient needs. |
| 3 | Work with a range of providers to agree new placements for service users within 24-hour care, as well as return to existing placements and re-banding where care needs have increased, to ensure safe and timely discharge. |
| 4 | Obtain consent from the service users, or their carer/representative as appropriate, to undertake an assessment of need and share the outcomes with designated care providers. |
| 5 | Liaise with MDT and relevant other professionals, statutory and voluntary agencies to gather information relevant to the individual to plan interventions and ensure the best possible service is provided for the individual. |
| 6 | Analyse data and information to find the most appropriate care placements for the services user acknowledging a range of considerations including their own preferences, assessed need, available resources, and budgetary considerations. |
| 7 | Collate information from Wards to support Registered Managers to make timely decisions about placements, including considering intervention charts, equipment needs, bed types, medication, how risks are managed, etc. Work in partnership with care providers and hospital staff to find solutions to the perceived barriers to discharge as they arise. |
| 8 | Travel to different hospital sites within the region to discuss caseload, including seeing services users and discussing/observing needs. |
| 9 | Make regular visits to provider settings to understand their service, including any constraints and restrictions aligned to the home environment and existing mix of residents, to build effective working relationships across the sector. |
| 10 | Work Halton residents to secure out-of-borough placements as required, ensure their safe transfer and establish that they are settled into the residency. |
| 11 | Promote and advocate for the service across a wide range of meetings, boards, events and other outlets, presenting relevant information to encourage involvement. |
| 12 | Demonstrate appropriate care values through own practice and professional conduct which set effective standards to maintain trust, transparency and integrity in the service. |
| 13 | Maintain and update appropriate records of work undertaken and carry out required administrative procedures. Produce high quality assessments and reports for a range of functions. |
| 14 | Contribute to the evaluation and development of services and new ideas by sharing knowledge about theory, skills and practice with other professional groups and interested bodies. |
| 15 | Work to the policy, protocols and frameworks designed to support service delivery, feeding-in to regular review of such documents. |
| 16 | Ensure any updates and amendments to assessment paperwork are co-produced with the provider sector and maintain continued buy-in to the service remit. |
| 17 | Deal with queries and problem-solving, including referral onto formal complaints processes as appropriate. |
| 18 | Comply with the statutory obligations of the council, |
| 19 | Prepare for, and attend supervision sessions, staff meetings and events and make use of all available training and developmental opportunities, modelling good practice and setting expectations for others. |
| 20 | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **EDUCATION / QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| * Registered General Nurse/RMN * Educated to degree level or equivalent experience. * Evidence of continued professional development | * Management/leadership course/qualification or relevant experience | All essential qualification certificates must be presented at interview. |

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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience of complex admission process and safe effective discharge planning | Application / Interview |
| Effective partnership working within a multi-disciplinary/ agency team across health and social care. | Application / Interview |
| Experience of holistic assessment of needs and person-centred planning | Application / Interview /Assessment |
| Senior nurse, experience of leading or developing a service /role. | Application / Interview /Assessment |
| **KNOWLEDGE** | Knowledge and good understanding of the health & social act, Mental capacity assessment, DOLS , LPA  Best interests | Application / Interview |
| Knowledge of clinical conditions and terminology, able to manage a complex caseload. | Application / Interview /Assessment |
| Clear understanding of moving and handling of people techniques and equipment needs. | Application / Interview /Assessment |
| Awareness of health and social care funding structures, including CHC, EOL and adult social care | Application/Interview |
| **SKILLS & ABILITIES** | Clear and effective communication / good written and verbal communication and able to deliver presentations clearly and concisely. | Application / Interview /Assessment |
| Negotiating and influencing and the ability to constructively challenge | Application / Interview |
| Relationship building, including families, advocates with open and transparent communications. | Application / Interview |
| Managing priorities and working under pressure | Application / Interview /Assessment |
| Ability to discuss sensitive and complex or difficult conversations that support the best interest of the resident | Application / Interview /Assessment |
| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Implementation of change / co-ordinating service development | Application / Interview |
| Extended clinical skills or equivalent experience | Application / Interview /Assessment |
|  | Application / Interview |
| Experience of working as part of the wider MDT | Application / Interview |
| **KNOWLEDGE** | Understanding of health and social care initiatives to support patient wellbeing and promote smooth access to services e.g. Red Bags  Awareness of safeguarding policy/procedure and resources available, confidentiality and sharing of information | Application / Interview |
| Methodological approach to collating, presenting, and interpreting data. Good understanding of policies, procedures and up to date evidence-based practise. | Application / Interview /Assessment |
| **SKILLS & ABILITIES** | Ability to understand and interpret clinical results, long term conditions and important medication priorities that need to be clearly delivered to the accepting place of care. | Application / Interview |
| Delivering training , IT literacy and good awareness of various electronic Patient records systems | Application / Interview |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
|  |  | Documentation |
| Flexible approach and ability to attend evening and weekend meetings if required |  | Interview |
| **Ability to manage self with a high degree of personal and professional integrity** |  | Interview / Assessment |
| **Willingness to undertake further learning** |  | Interview |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** | **July 2023** |
| **Agreed by:** | **Damian Nolan** |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.