



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Social Care Assessor	Grade: Scale 6 – SO2
Section: Adult Social Care Services	Department: Adult Social Care and Public Health
Responsible to following manager: Senior Social Worker / Senior Occupational Therapist	Responsible for following staff: N/A
Post Number/s:	Last review date July 2022

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The Social Care Assessor will work in a flexible way to assess or review the social care needs of adults and carers with less complex needs, where screening does not trigger the need for an assessment by a Social Worker or Occupational Therapist.

The role will include:

- Completing assessments and support plans, applying the principle of good conversation, strengths-based practice, motivational interviewing, and co-production



- Prescribing and reviewing preventative equipment, minor adaptations, and care technology to deliver digital solutions to social care problems
- Having a strong working knowledge of preventative services and link people in with these promoting a 'try it and see' ethos

Specific Duties and Responsibilities

- To assess the social care needs of adults who reside in the community, in a timely way, using a strengths- based approach to support residents to maintain their independence as much as possible by providing a preventative service such as equipment, minor adaptations, Telecare or enablement.
- To provide information and advice regarding Council services and services provided by partner organisations. To complete referrals for services such as Telecare and enablement, and to arrange provision of equipment and minor adaptations.
- To undertake Care Act 2014 assessments for adults living in the community, and make determinations of eligibility, working with an independent advocate if the adult needs their support to be involved, and partner organisations.
- To undertake assessments for carers and make determinations of eligibility for carers services and support with creating a contingency plan.
- To work with adults or carers to develop and agree support plans (including in an emergency), to promote well-being by meeting eligible, unmet needs and make clear informed decisions about the level of support required by service users. To ensure these plans use Council resources to best effect and that authorisation is provided where necessary.
- Show a clear awareness of budgets and the costs of services and their impact on service delivery, where appropriate challenging or identifying creative and proactive options to ensure the best use of resources.
- Demonstrate an in-depth of knowledge and ability to make innovative use of the third sector and non-statutory providers within care plans or support packages.
- To explain personal budgets clearly to adults and carers and promote direct payments. To be aware of the Council's charging policy and procedures and to inform adults and their carers that they may be charged for services.
- To complete person-centred reviews of the intended outcomes in the support plan and agree if anything needs to change. To identify if the person's needs have changed and if a reassessment is required.



- To identify situations where adults are at risk and complete appropriate safeguarding referrals to be screened by a Social Worker and a Safeguarding Manager. Where suitable, to support the allocated Enquiry Officer with required safeguarding actions to ensure resident's safety.
- To identify situations where an adult may have issues with capacity that will affect their decision making and refer to a Social Worker for a Mental Capacity Assessment to be completed.
- To maintain accurate and timely case records, complete statutory reports and to share information appropriately.
- To work together with Health colleagues and other partners such as voluntary services and private providers to ensure joined up support for adults and carers.
- To participate in supervision, training, and team meetings.
- Understand how work is underpinned by the Care Act, and specifically where assessment, review and safeguarding elements are applied, as well as how carers are supported and how the local authority meets its statutory duties.
- Demonstrate interpersonal and advocacy skills within the role.
- Demonstrate a thorough understanding and ability to effectively use and interpret complex information held on the Directorate's client database.

Career Progression procedure for Social Care Assessors

The Social Care Assessor (SCA) needs to have successfully completed their probation to be considered for progression. Progression between scales is not a time measured right but based on competence, skills, performance and ability for the SCA to demonstrate that they are meeting the advanced competencies in the SCA job description. The SCA will need to demonstrate that they have met the advanced competencies over a 6 month (minimum) period.

This is a progression which means that one must move through the stages and it is not possible to go from Scale 6 straight to SO2.

The SCA will build their own portfolio to present to their line manager. Different types of evidence for the portfolio are acceptable including supervision notes, appraisals, case file audits which can be anonymised and used as evidence. The line manager will make a recommendation for progression, and progression requests will be moderated and agreed through the appropriate Service Manager/Head of Service.



Progression from Scale 6 to SO1

The SCA needs to evidence, through supervision and their own portfolio of evidence, that:

- they have been able to carry an increased caseload of more complex work. This may include cases where there are issues with the management of the Direct Payment, debt recovery issues and assessing/ reviewing for larger home support packages.
- they can complete more detailed assessments and reviews for more challenging cases, with clear outcomes recorded in the support plan.
- they can demonstrate they have worked with an increased level of autonomy to achieve agreed outcomes for service users, and through their portfolio of evidence provide examples to support their case.

Progression from SO1 – SO2:

- they can demonstrate the ability to understand, interpret and apply legislation, national and local policies and procedures relevant to the role. This will be evidenced in their performance and supervision notes, and in their portfolio of evidence.
- they can deal effectively with conflict within family situations and conflict in the provision of services in more complex cases. This can be evidenced using case notes and supervision notes and any relevant supporting evidence.
- they support new and less experienced workers in the team to assist them with learning the processes and providing information, support and guidance to colleagues about local resources.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems



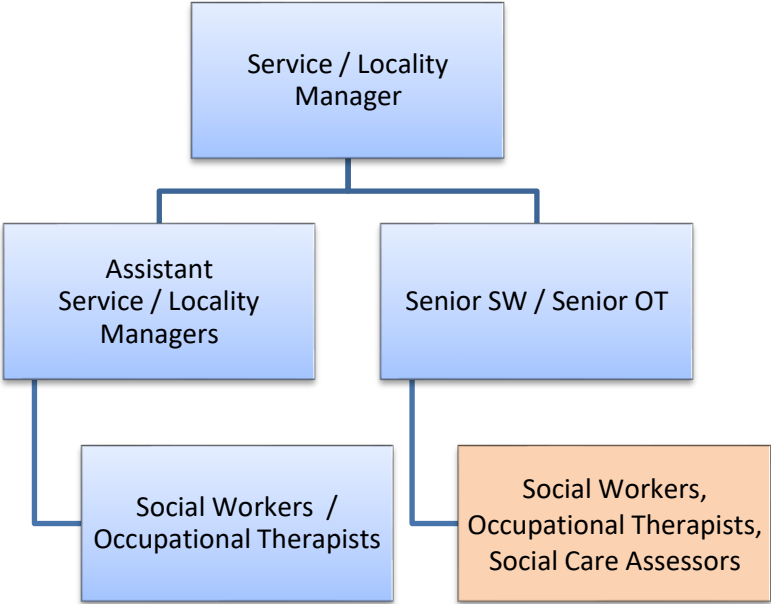
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- Where appropriate to train as a Trusted Assessor and prescribe simple equipment.



Current team structure





Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of the Care Act 2014 and the roles and responsibilities of a Social Services Department.	x		A/I
An understanding of the principles of prevention and enablement.	x		A/I
An understanding of safeguarding adults and children and of the responsibility to raise safeguarding concerns.	x		A/I
Experience	Essential	Desirable	Assessed
Experience of working with clients/service users, preferably in social care	x		A/I



Skills	Essential	Desirable	Assessed
Ability to communicate clearly and concisely; verbally and in writing, using appropriate IT.	x		A/I/T
Ability to manage own time and workload effectively.	x		A/I
Ability to work together with others, promoting dignity, equality and respect for diversity.	x		A/I
Ability to communicate with adults to identify their needs and to work with them to identify how these could be met.	x		A/I
Numeracy skills to support understanding of personal budgets and best value.	x		A/I/T
Willingness to learn through practice, supervision and training.	x		A/I
Qualifications	Essential	Desirable	Assessed
A social care qualification or willingness to work towards one (e.g. NVQ II, III, etc.).	x		A/I/C

A – Application form / CV

I – Interview

T – Test

C - Certificate