**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Social Care Assessor / Occupational Therapy Assistant | **Grade**: Scale 6 – SO2 |
| **Section:** Adult Social Care Services | **Department:**Adult Social Care and Public Health |
| **Responsible to following manager:**Assistant Service Manager / Senior Occupational Therapist | **Responsible for following staff:**N/A |
| **Post Number/s:** | **Last review date**December 2024 |

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 / Occupational Therapy Assistant will work in a flexible way to assess or review the functional and social care needs of adults and carers with less complex needs, where screening does not trigger the need for an assessment by an Occupational Therapist.

The role will include:

* Completing functional assessments, applying the principle of good conversation, strengths-based practice, motivational interviewing, and co-production
* Prescribing and reviewing minor equipment, minor adaptations, and care technology to deliver digital solutions to social care problems and promoting independence

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 functional and 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, care technologies or enablement.
* To complete person-centred reviews of equipment and minor adaptations and care technologies solutions provided. To identify if the person’s needs have changed and if a reassessment is required.
* To provide information and advice regarding Council services and services provided by partner organisations. Including identifying the need and referring for care and support.
* To undertake assessments for carers and make determinations of eligibility for carers services and support with creating a contingency plan.
* 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.
* 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.
* Demonstrate an in-depth of knowledge and ability to make innovative use of the third sector and non-statutory providers to support residents living independently at home.
* 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 an Occupational Therapist / 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 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 / Occupational Therapy Assistant**

The Social Care Assessor (SCA) / Occupational Therapy Assistant (OTA) 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/OTA to demonstrate that they are meeting the advanced competencies in the SCA/OTA job description. The SCA/OTA 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/OTA 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 /OTA 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 equipment and minor adaptations solutions as well as the provision of assistive technologies. Identifying when referral to an occupational therapist is required.
* they can complete more detailed assessments and reviews for more challenging cases, with clear outcomes recorded, as required.
* 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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
* 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 Richmond and Wandsworth 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 roles within the Councils.
* 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.

**Team structure**

*\*\*Include OT Service Team Structure.*

**Person Specification**

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| **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 |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **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 completing assessment and appropriate recommendations.  | **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**