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

**Job Description**

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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**December 2020 |

**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 purpose of the role is to assess or review the social care needs of adults with less complex needs, where screening does not trigger the need for an assessment by a Social Worker or Occupational Therapist.

The Social Care Assessor will also work together with adults and their carers/ family to develop Care and Support Plans, to meet eligible, unmet needs and help them achieve the outcomes that matter to them in their life.

**Specific Duties and Responsibilities**

1. To assess the social care needs of adults in a timely way and determine if it is possible to reduce or delay need by providing a preventative service such as equipment, minor adaptations, Telecare or enablement.
2. To provide information and advice concerning Council services, Health services, welfare benefits and access to local voluntary services. To complete referrals for services such as Telecare and enablement, and to arrange provision of equipment and minor adaptations.
3. To undertake Care Act 2014 assessments for adults and their carers and make determinations of eligibility, working with an independent advocate if the adult needs their support to be involved.
4. To identify situations where adults are at risk and complete appropriate safeguarding referrals.
5. 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 maybe charged for services.
6. To work with adults or carers to develop and agree Care and Support Plans (including in an emergency), to promote well-being by meeting eligible, unmet needs. To ensure these plans use Council resources to best effect and that authorisation is provided where necessary.
7. To complete person-centred reviews of the intended outcomes in the Care and Support Plan and agree if anything needs to change. To identify if the person’s needs have changed and if a reassessment is required.
8. To maintain accurate and timely case records, complete statutory reports and to share information appropriately.
9. 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.
10. To participate in supervision, training and team meetings.

**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 Team 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 and have been able to make clear informed decisions about the level of support required by service users.

The SCA, using appraisal agreements, will evidence that they have been able to undertake more challenging casework that is less straightforward requiring more detailed assessment and outcomes.

The SCA must be able to demonstrate that 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:**

The SCA will show 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.

The SCA will be able to 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. They should also be able to show how their 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.

The SCA work will 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.

The SCA should be able to 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.

The SCA must be able to demonstrate highly developed interpersonal skills and advanced advocacy skills within the role.

The SCA will need to demonstrate a thorough understanding and ability to effectively use and interpret complex information held on the Directorate’s client database.

**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.

**Additional Information**

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

**Current team structure**

**Person Specification**

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| --- | --- |
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**Our Values and Behaviours[[1]](#footnote-1)**

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.

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| **Person Specification Requirements** | **Assessed by**  **A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| 1. Knowledge of the Care Act 2014 and the roles and responsibilities of a Social Services Department.
 | I |
| 1. An understanding of the principles of prevention and enablement.
 | I |
| 1. An understanding of safeguarding adults and children and of the responsibility to raise safeguarding concerns.
 | I |
| **Experience**  |
| 1. Experience of working with clients/ service users, preferably in social care.
 | A and I |
| **Skills**  |
| 1. Ability to communicate clearly and concisely; verbally and in writing, using appropriate IT.
 | I/T |
| 1. Ability to manage own time and workload effectively.
 | I |
| 1. Ability to work together with others, promoting dignity, equality and respect for diversity.
 | I |
| 1. Ability to communicate with adults to identify their needs and to work with them to identify how these could be met.
 | I |
| 1. Numeracy skills to support understanding of personal budgets and best value.
 | I/T |
| 1. Willingness to learn through practice, supervision and training.
 | I |
| **Qualifications**  |
| 1. A social care qualification or willingness to work towards one (e.g. NVQ II, III, etc.).
 | I/C |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)