

Title <i>Promoting Independence Worker</i>	Department <i>Adult Social Care and Public Health</i>	Post Ref.
Job Purpose To provide short term support to assist people to increase their confidence and their independence with daily living skills by connecting people to the resources and teaching people the skills they need.		
Key Responsibilities <ol style="list-style-type: none"> 1. To visit people at home to introduce the enablement service, assess and plan their enablement journey using a strengths-based approach to the activities to be undertaken. 2. Supporting the assessment of health and safety risks for both customers and staff, in liaison with relevant professionals. 3. To use electronic monitoring and recording systems as required. 4. To assist in the induction of new members of staff. 5. Assist Enablement Managers in assessing the quality of service delivery. 6. Accurately update enablement support plans and any other customer records and where appropriate carry out a review of customers enablement progress and make recommendations for discharge requirements. 7. Assist individuals to develop, maintain and improve their daily living skills as part of an agreed short-term programme of enablement focussed activity 	Key Accountabilities <ol style="list-style-type: none"> 1. Accountable for own performance. 2. Accountable for the quality of the work undertaken 3. To alert managers of issues that could affect performance. 4. Assist managers to meet specific service targets within agreed resources. 5. Assist team in maintaining appropriate partnership arrangements. 6. Maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all, in accordance with relevant legislation and policy. 7. Take reasonable care of your health, safety and welfare, and that of other person who may be affected by the performance of your duties. 8. To adhere to County Council policies and procedures and the Nottinghamshire County Council Code of Conduct. 	

<ul style="list-style-type: none"> 8. Responsible for the identification of potential enablement opportunities and provide access to those services as required 9. Promote social inclusion by seeking and developing opportunities for people within their local community 10. Promote the principles of personalisation, choice and control and risk enablement inherent in the Care Act and the Adult Social Care Strategy by working in partnership with service users and carers to promote independence 11. Providing encouragement and support for an agreed period of time to achieve goals and outcomes 12. Provide information, advice and support to service users and their carers to help them to maximise their independence 13. To maintain a caseload, complete case notes of individuals in line with departmental policy and for monitoring and evaluation purposes 14. Liaise and negotiate with local providers and support networks to deliver better outcomes for people 15. Contribute to practice and service development 16. Manage and record information, including customer records, accurately and appropriately, maintaining confidentiality and observing data protection legislation 17. Ability to contribute information to inform an assessment if required 	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. Relevant health/social care qualifications to NVQ Level 3, an equivalent qualification or evidence of required skills and experience
2. A good level of general education
3. Knowledge of a range of disabilities
4. Knowledge of community care services within a health or social care setting.
5. Knowledge of the legislation and policies in relation to adult social care services.

Experience

11. Experience of care/support work gained through paid employment or extensive relevant experience or voluntary work
12. Experience of operating as part of a team and assisting others in their work
13. Experience of independently managing and prioritising demands and tasks to meet objectives
14. Experience of keeping detailed records and constructing reports or formal letter/submissions
15. Experience of working with the public, private or voluntary sectors supporting people in the community with a disability

Personal skills and general competencies

1. Puts into practice the Council's commitment to excellent customer care.
2. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
3. Works well with colleagues but also able to work on their own initiative.
4. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
5. Works in a manner that puts people at the heart of everything we do and which empowers people and supports their independence.
6. Ability to work flexibly to meet the needs of the service and individuals using the service
7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
8. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.

<p>16. Demonstrable experience of using information technology in a range of applications.</p> <p>17. Experience of negotiating with representative of partner agencies to achieve objectives.</p>	<p>9. Ability to meet agreed objectives and delivery targets by the effective use of resources.</p> <p>10. Excellent organisational and own time management skills to work autonomously and use own initiative.</p>
<p>Role Dimensions</p> <p>18. To actively promote people's involvement and empowerment</p> <p>19. Flexible participation in other team duties as designated by the line supervisor or manager.</p> <p>20. Assist other members of the team in carrying out their work, including appropriate safeguarding tasks, according to their grade and under supervision.</p> <p>21. Understand, maintain and apply current departmental policies to casework and work requirements.</p> <p>22. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.</p> <p>23. Construct reports and use other documentation as necessary and appropriate.</p> <p>24. Participate in team activities, e.g. case discussion, review of team work.</p> <p>25. Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day if required, using car, public transport, car sharing etc.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 10/12/19