



Title Relief Care /Reablement Worker	Department Adult Social Care and Public Health	Post Ref.
Job Purpose To support the County Council in providing care and support to vulnerable adults living in Nottinghamshire		
Key Responsibilities <ol style="list-style-type: none">1. You will be working either in the community or in one of our building bases depending on where you live, your experience and your willingness to travel2. You will strive to maintain a dignified service to the people in your care and remember that you are a representative of Nottinghamshire County Council.3. You will undertake training relevant to your role and engage with supervision4. You will ensure you maintain confidentiality in relation to personal information, which may become known to you during your work5. You will make the required recordings of the work you perform6. You will adhere to the legislation relating to your role and County Council Policy.7. You will contribute to working effectively as a team as well as an individual and contribute to a working environment which is safe, considerate and supportive to all.8. You will take reasonable care of your own health, safety and welfare and infection prevention control that of other persons who may be affected by the performance of your duties.	Key Accountabilities <ol style="list-style-type: none">1. You will be required to work in one or more of our services. This will be either working with people in their own homes or the community, working in day services buildings with adults with learning and or physical disabilities, working in a residential service, which provides short breaks for adults with learning disabilities; a residential home for people with learning disabilities.2. You may be required to participate in the provision of a wide range of personal care3. You will work in accordance with the person's plan of care or support4. You may be required to carry safe and well checks in person or over the phone5. You will support people with access to food or medication or shopping6. You will work under the direction and support of a supervisor7. You will work in a person centred way with individuals that supports their strengths8. You will be expected to respond appropriately to crisis and emergency situations as they arise and report these to the person in charge of the shift as soon as practicably possible.9. You will be offered hours in services that run to shift patterns and cover all hours of the day and night. As a relief worker you will accept the hours that are acceptable to you10. You may be asked to undertake any other duties which	

may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post

Person Specification

Education and Knowledge

No qualifications are required for this post as we will provide you with the required training. You will require a basic level of literacy and numeracy.

Previous experience and qualifications in this field are an advantage

Experience

No previous experience is necessary as we will provide you with the training and support you need

Personal skills and general competencies

- A kind and caring nature
- Works efficiently, effectively and actively looks for ways of improving services and outcomes for individuals.
- Able to work well alone as well as in a team.
- Works well in a crisis
- Shares the Council's commitment to providing a safe environment for individuals and staff
- Treats all with respect and consideration

Role Dimensions

- Ability to follow Care and Support Plans
- Ability to communicate verbally and in writing
- Have an awareness of health and safety
- A flexible approach to rotas and duties
- Be able to work in a way that supports people's rights and independence
- Be able to work in a way that preserves dignity and respect for individuals

Date: August 2020

Title Social Worker (Newly Qualified Band A)	Department Adult Social Care, Health & Public Protection	Post Ref
<p>Job Purpose To be responsible for both the assessment of individual needs and the initiation and co-ordination of a range of outcomes to meet them, promoting the principles of, rights based social work practice, choice and control to ensure that people can assess and manage their own needs, risks and uncertainties.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Be responsible for the assessment, support planning and review of individual needs and then initiate and co-ordinate of a range of outcomes to meet them that promote independence. 2. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required. 3. Promote a Strength Based Approach which embeds the ethos of promoting independence and wellbeing at every opportunity, ensures people can assess their own needs, risks and uncertainties to meet their short- and long-term goals, delaying the need for long term care and support 4. Identify community and other natural support resources, maximising individual's assets using preventative/universal services and other funding sources, in line with the Adult Social Care Strategy. 5. Monitor and review ongoing service provision, ensuring all parties involved are fully coordinated, with a focus on wellbeing and outcomes, and that all alternative solutions have been considered. 6. Provide professional information, advice and support to people and their carer`s, other staff and colleagues, by building positive relationships and partnerships. 7. To undertake and develop skills in using the Mental Capacity Act and in undertaking safeguarding work as a Safeguarding Officer. 8. Maintain a social work caseload whilst continuously developing skills and experience with appropriate supervision and support. 9. Following appropriate training, undertake assessments using a range of health and social care tools, for example, contributing to continuing health care assessments. 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Maintenance of professional social work standards and be accountable for own performance. 2. Accountable for the quality of the work undertaken. 3. Alert managers of issues that could affect quality, performance or budget. 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 persons who may be affected by the performance of your duties. 	

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| <ol style="list-style-type: none">10. Organise and manage your workload independently, under the supervision and guidance of the Advanced Social Work Practitioner and/or Team Manager.11. Liaise and negotiate with local providers and support networks to deliver better outcomes.12. Contribute to practice and service development.13. Always have regard for the confidential nature of the work and not to discuss or disclose information to unauthorised parties. | |
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The post holder will perform any duty or task that is appropriate for the role described within their grade.

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. A Social Work Qualification recognised by Social Work England. 2. Registered with Social Work England 3. To have completed or be willing to undertake Assessed and Supported Year in Employment (ASYE). 4. Any additional qualifications or relevant training relevant to service area. For example, British Sign Language or Deaf/Blind qualification. 5. Detailed knowledge of community care services within a health or social care setting. 6. Detailed knowledge of legislation in relation to adult services 7. Detailed knowledge of current adult social care and health policy drivers. 8. Proficient knowledge and use of IT systems 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties. 2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. 3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. 5. Ability to meet agreed objectives and delivery targets by the effective use of resources.
<p>Experience</p> <ol style="list-style-type: none"> 1. At least two years' experience of care work gained through training, paid employment or extensive personal experience or voluntary work. 2. Experience of operating as part of a team. 3. Experience of independently managing a workload and prioritising demands and tasks to meet objectives efficiently. 4. Experience of keeping detailed records and constructing reports or formal letter/submissions. 5. Experience of working with the public. 6. Demonstrable experience of using information technology in a range of applications. 7. Experience of negotiating with representative of partner agencies to achieve objectives. 8. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator. 	
<p>Role Dimensions</p> <ol style="list-style-type: none"> 1. Undertake assessments which may involve multi professional working or require urgent responses. 2. Following appropriate training participate in statutory duties and safeguarding activities under the guidance and supervision of more experienced qualified staff. 	

3. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for people.
4. Contribute to discharge planning in a multi professional environment, when required.
5. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
6. Understand, maintain and apply current departmental policies to casework and work requirements.
7. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.
8. To contribute to the mentoring of new workers and students on placement with the team, with support.
9. Undertake and implement health and safety risk assessments in relation to the provision of community-based services and in relation to vulnerable adults.
10. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre and service advisers and colleagues within the multi-disciplinary team.

Please attach a structure chart

Date: 4.12.19



Title <i>Experienced Social Worker (Band B)</i>	Department <i>Adult Social Care, Health & Public Protection</i>	Post Ref.
Job Purpose To be responsible for both the assessment of individual needs and the initiation and co-ordination of a range of outcomes to meet them, promoting the principles of a strength-based approach, personalisation, rights based social work practice, choice and control, to ensure that people can assess and manage their own needs, risks and uncertainties.		
Key Responsibilities <ol style="list-style-type: none">1. Maintain a complex caseload and be responsible for the assessment, support planning and review of complex individual needs and then initiate and co-ordinate a range of outcomes to meet them that promote independence.2. Undertake assessments using a range of health and social care tools, for example, contributing to continuing healthcare assessments.3. Be responsible for the identification of potential Reablement opportunities and provide access to those services as required.4. Promote a Strength Based Approach which embeds the ethos of promoting independence and wellbeing at every opportunity, ensures people can assess their own needs, risks and uncertainties to meet their short- and long-term goals, delaying the need for long term care and support.5. Identify community and other natural support resources, maximising individual's assets using preventative/universal services and other funding sources, in line with the Adult Care Strategy.6. Monitor and review ongoing service provision, ensuring all parties involved are fully coordinated, with a focus on wellbeing and outcomes, and that all alternative solutions have been considered.7. Liaise and negotiate with local providers and support networks to deliver better outcomes.8. Provide professional detailed information, advice and support to people and their carers, staff and colleagues, by building positive relationships and partnerships.9. To undertake safeguarding work in the role of Safeguarding Officer.	Key Accountabilities <ol style="list-style-type: none">1. Maintain professional Social Work standards and be accountable for own performance.2. Accountable for the quality of the work undertaken.3. Alert managers of issues that could affect quality, budget or performance, including concerns arising from mentoring other staff.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 persons who may be affected by the performance of your duties.	

<ul style="list-style-type: none"> 10. Undertake the role of Approved Adult Mental Health Practitioner (AMHP) or Best Interests Assessor (BIA) or Approved Mental Capacity Professional (ACMP), when trained and approved. 11. Contribute to practice and service development including advising, mentoring and assisting less experienced staff. 12. Organise and manage your workload independently, whilst continuously developing skills and experience, under supervision and guidance of the Advanced Social Work Practitioner and/or Team Manager. 13. Always have regard for the confidential nature of the work and not discuss or disclose information to unauthorised parties 	
<p>The post holder will perform any duty or task that is appropriate for the role described within their grade.</p>	

<p><i>Person Specification</i></p>	
<p><i>Education and Knowledge</i></p> <ul style="list-style-type: none"> 1. A Social Work qualification recognised by the Health and Care Profession Council (HCPC). 2. Registered with Social Work England or equivalent body and evidence of continuous professional development. 3. Additional qualifications or training relevant to the service area, for example, British Sign Language, blind / deaf qualification. 4. Evidence of relevant post graduate study or post qualifying award. 5. Detailed knowledge of community care services within health or social care settings. 6. Detailed knowledge of the legislation and policy in relation to adult community care services. 7. Detailed knowledge of current adult social care and health policy drivers. 	<p><i>Personal skills and general competencies</i></p> <ul style="list-style-type: none"> 1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties. 2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. 3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions
<p><i>Experience</i></p> <ul style="list-style-type: none"> 1. At least two years post qualification experience which clearly evidences the ability to undertake social work tasks and responsibilities within complex and demanding situations where elements of risk will be present. 2. Experience of operating as part of a team and assisting others in their work. 3. Experience of independently managing workload and prioritising demands and tasks to meet objectives effectively. 4. Experience of keeping detailed records and constructing reports or formal letter / submissions. 5. Experience of working with members of the public who require support with complex issues. 	

<ul style="list-style-type: none"> 6. Demonstrable experience of using information technology in a range of applications. 7. Experience of operating as a Safeguarding Enquiry Officer. 8. Experience of negotiating with partner agencies to achieve objectives. 9. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator 	<p>and prioritising the resources available.</p> <ul style="list-style-type: none"> 5. Ability to meet agreed objectives and delivery targets by the effective use of resources.
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Role Dimensions

- 1. Undertake complex assessments where elements of risk enablement and safeguarding are common, and urgent responses may be required within a multi-professional environment.
- 2. Will be trained as or expected to train as an AMPH or AMCP (BIA) and /or Practice Educator dependent on the needs of the service.
- 3. Contribute towards the skills development of other social care staff, providing professional expert oversight, support, guidance and advice to other professionals, including mentoring new workers
- 4. Act as a Practice Educator when trained and take social work students on a regular basis
- 5. Contribute towards the discharge planning in a multi professional environment when required.
- 6. Undertake statutory duties and responsibilities including safeguarding investigations, risk assessments and associated activities.
- 7. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for people.
- 8. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
- 9. Understand, maintain and apply current departmental policies to casework and work requirements.
- 10. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.
- 11. Undertake and implement health and safety risk assessments in relation to the provision of community-based services and in relation to vulnerable adults.
- 12. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre, service advisers and colleagues within the multi-disciplinary team.
- 13. Participate in countywide rotas for AMPH or BIA/ AMCP as relevant.

please attach a structure chart

Date: 4.12.19



Title <i>Occupational Therapist (Newly Qualified Band A)</i>	Department <i>Adult Social Care, Health & Public Protection</i>	Post Ref
<p>Job Purpose</p> <p>To be responsible for the occupational therapy assessment of individual needs and the initiation and coordination of a range of outcomes to meet them, promoting the principles of a strength-based approach, choice and control, and personalisation to ensure that people can assess and manage their own occupational performance needs, risks and uncertainties.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none">1. Be responsible for the occupational therapy assessment, support planning and review of individual needs and initiate and co-ordinate a range of outcomes to meet them that promote independence.2. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required.3. Promote a Strength Based Approach which embeds the ethos of promoting independence and personalisation, to ensure that people can assess and manage their own needs, risks and uncertainties within their chosen living environment and meet their identified short- and long-term, delaying the need for long term care and support.4. Identify community and other natural support resources, maximising individual's assets and capabilities by using preventative/universal services and other funding sources, in line with the Adult Social Care Strategy.5. Monitor and review ongoing service provision, ensuring all parties involved are fully coordinated, with a focus on wellbeing and outcomes, and that all alternative solutions have been considered.6. Provide professional information, advice and support to people and their carers, other staff and colleagues, by building positive relationships and partnerships.,7. To undertake and develop skills in using the Mental Capacity Act and safeguarding work in relation to occupational therapy specific issues.8. Maintain an occupational therapy caseload whilst continuously developing skills and experience, with appropriate supervision and support.9. Following appropriate training, undertake occupational therapy related assessments using a range of health and social care tools, for example: activity analysis, graded goal setting, environmental risk assessments, equipment provision, major adaptation	<p>Key Accountabilities</p> <ol style="list-style-type: none">1. Maintain professional occupational therapy standards and be accountable for own performance.2. Accountable for the quality of the work undertaken.3. Alert managers of issues that could affect quality, performance or budget.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 persons who may be affected by the performance of your duties.8. Exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the county	

design specifications, moving and handling risk assessments, Mental Capacity assessments and Continuing Healthcare assessments.

10. Organise and manage your workload independently, under the supervision and guidance of the OT senior Practitioner and/or Team Manager.
11. Liaise and negotiate with local providers and support networks to deliver better outcomes.
12. Contribute to practice and service development.
13. Always have regard for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.

council or provided or issued by a third party for individual or collective use in the performance of your duties.

The post holder will perform any duty or task that is appropriate for the role described within their grade.

Person Specification**Education and Knowledge**

1. An Occupational Therapy Qualification recognised by the Health and Care Professions Council (HCPC).
2. Registration with HCPC
3. To have completed or be willing to undertake the OT Assessed and Supported Year in Employment (ASYE), or able to provide evidence of post graduate continued professional development that includes up to date evidence of mandatory and service-related training.
4. Any additional qualifications or relevant training relevant to service area.
5. Detailed knowledge of community care services within a health or social care setting.
6. Detailed knowledge of legislation in relation to adult social care services and occupational therapy.
7. Detailed knowledge of current adult social care, health and housing policy drivers.
8. Proficient knowledge and use of IT systems

Experience

1. At least two years' experience of care work gained through training, paid employment or extensive personal experience or voluntary work.
2. Experience of operating as part of a team.
3. Experience of independently managing an occupational therapy workload and prioritising demands and tasks to meet objectives efficiently.
4. Experience of keeping detailed records and constructing reports or formal letter/submissions.
5. Experience of working with the public.
6. Demonstrable experience of using information technology in a range of applications.
7. Experience of negotiating with representative of partner agencies to achieve objectives.
8. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator.

Personal skills and general competencies

1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties.
2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.
3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
5. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Role Dimensions

1. Undertake occupational therapy assessments which may involve multi professional working or require urgent responses.
2. Assess the individual's functional abilities, needs and potential for independence in relation to an activity and the environment.
3. Where appropriate, design, implement, monitor and review Reablement Programmes that are person centred, have clear goals and are tailored to meet individual needs
4. Demonstrate appropriate techniques to persons, carers and staff in order to maximise people's independence.
5. Contribute towards the discharge planning in a multi professional environment when required.
6. Contribute towards the training and skills development of other social care staff and provide professional expert occupational therapy advice

7. Construct documents, reports and specialist assessments, as appropriate and required. E.g. Risk enablement plans, moving and handling assessment and plans, specialist equipment funding applications, housing assessments and recommendations for major adaptations.
8. Following appropriate training, participate in statutory duties and activities under the guidance and supervision of more experienced qualified staff.
9. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for people.
10. Carry out either solo or joint home visits with other professionals where appropriate and contribute to discharge planning in a multi professional environment, when required.
11. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
12. Understand, maintain and apply current departmental policies to occupational therapy casework and work requirements.
13. Take up opportunities for relevant training specific to occupational therapy role and contribute effectively towards development of new systems, processes and ways of working.
14. To contribute to the mentoring of new workers and students on placement with the team, with support.
15. Undertake and implement health and safety risk assessments in relation to the provision of community based services and in relation to vulnerable adults.
16. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre and service advisers and colleagues within the multi-disciplinary team.

Please attach a structure chart

Date: 5.12.19 V2



Title <i>Experienced Occupational Therapist (Band B)</i>	Department <i>Adult Social Care, Health & Public Protection</i>	Post Ref.
<p>Job Purpose To be responsible for both the occupational therapy assessment of individual needs and the initiation and coordination of a range of outcomes to meet them, promoting the principles of strengths-based approach, personalisation, choice and control to ensure that people can assess and manage their own occupational performance needs, risks and uncertainties.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none">1. Maintain a complex occupational therapy caseload and be responsible for the assessment, support planning and review of complex individual needs and then initiate and co-ordinate a range of outcomes that promote independence.2. Undertake occupational therapy assessments using a range of health and social care tools, for example: Activity analysis, graded goal setting, environmental risk assessments, specialist equipment provision, risk enablement, moving and handling risk assessments, major adaptation design specifications, Mental Capacity assessments and Continuing Healthcare assessments3. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required.4. Promote a strengths-based approach which embeds the ethos of promoting independence and wellbeing to ensure that people can assess and manage their own needs, risks and uncertainties within their chosen living environment and meet their identified short- and long-term occupational performance goals.5. Identify community and other natural support resources, maximising individual's assets and capabilities by using preventative/universal services and other funding sources, in line with the Adult Social Care Strategy.6. Monitor and review ongoing service provision, ensuring all parties involved are fully coordinated, with a focus on wellbeing and outcomes, and that all alternative solutions have been considered.7. Liaise and negotiate with local providers and support networks to deliver better outcomes.8. Provide professional information, advice and support to people and their carers, staff and colleagues, by building positive relationships and partnerships.9. To undertake safeguarding investigation work in relation to people and their specific occupational therapy issues.	<p>Key Accountabilities</p> <ol style="list-style-type: none">1. Maintain professional occupational therapy standards and be accountable for own performance.2. Accountable for the quality of the work undertaken.3. Alert managers of issues that could affect quality, budget or performance, including concerns arising from mentoring other staff.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 persons who may be affected by the performance of your duties.8. Exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the county council or provided or issued by a third party for	

<ol style="list-style-type: none"> 10. Undertake the role of Approved Adult Mental Health Practitioner (AMHP) or Best Interests Assessor (BIA) or Approved Mental Capacity Professional (ACMP), when trained and approved. 11. Contribute to practice and service development, including advising, mentoring and assisting less experienced staff. 12. Organise and manage an occupational therapy caseload independently, whilst continuously developing skills and experience, with supervision and guidance from the Occupational Therapy Senior Practitioner or Team Manager 13. Contribute to practice and service development, including advising, mentoring and assisting less experienced staff. 14. Have regard at all times for the confidential nature of the work and note to discuss or disclose information to unauthorised parties. 	<p>individual or collective use in the performance of your duties.</p>
<p>The post holder will perform any duty or task that is appropriate for the role described within their grade.</p>	

<p>Person Specification</p>	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. An Occupational therapy qualification recognised by the Health and Care Profession Council (HCPC). 2. Registered with the HCPC and evidence of continuous professional development 3. Additional qualifications or training relevant to occupational therapy (or a willingness to train for): British Sign Language, blind / deaf qualification. 4. Detailed knowledge of community care services within health or social care settings. 5. Detailed knowledge of the legislation and policy in relation to adult community care services. 6. Detailed knowledge of current adult social care and health policy drivers. 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties. 2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. 3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
<p>Experience</p> <ol style="list-style-type: none"> 1. At least two years' post qualification experience which clearly evidences the ability to undertake occupational therapy tasks and responsibilities within complex and demanding situations where elements of risk will be present. 2. Experience of operating as part of a team and assisting others in their work. 3. Experience of independently managing workload and prioritising demands and tasks to meet objectives effectively. 4. Experience of keeping detailed records and constructing reports or formal letter / submissions. 5. Experience of working with members of the public who require support with complex issues. 6. Demonstrable experience of using information technology in a range of applications. 	

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| <ol style="list-style-type: none"> 7. Experience of operating as Safeguarding Enquiry Officer in the context of occupational therapy related investigations. 8. Experience of negotiating with partner agencies to achieve objectives. 9. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator | <ol style="list-style-type: none"> 5. Ability to meet agreed objectives and delivery targets by the effective use of resources. |
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Role Dimensions

1. Undertake complex occupational therapy assessments where elements of risk management are common and urgent responses may be required, within a multi-professional environment.
2. Assess an individual's functional abilities in relation to the occupational tasks and activities that are meaningful to them, identifying the potential for their independence in occupational activities and make strengths-based recommendations that prevent or delay the need for social care.
3. Where appropriate, plan, implement and review Reablement or Enablement programmes that are occupation focused, establishing clear person-centred goals tailored to individual needs.
4. Make recommendations for provision of highly specialised equipment, including complex moving and handling equipment, assistive technology and or structural major adaptations to meet people's occupational performance needs and outcomes enable them to have greater independence
5. Demonstrate appropriate rehabilitative and reabling techniques to people, including carers and staff to maximise the people's independence
6. Contribute towards the discharge planning in a multi professional environment when required.
7. Will be trained as or expected to train as an AMPH or AMCP (BIA) and /or Practice Educator dependent on the needs of the service
8. Contribute towards the skills development of other social care staff, providing professional expert occupational therapy oversight, support, guidance and advice to other professionals, including mentoring new workers.
9. Act as a Practice Educator when trained and take occupational therapy students on a regular basis.
10. Undertake safeguarding investigations for specific Occupational therapy issues, including risk assessments and associated activities.
11. Liaise with health and social care colleagues including private and voluntary organisations to ensure quality outcomes for people.
12. Carry out joint visits with other professionals where appropriate and engage multi professional, personal centred support planning.
13. Participate flexibly in other team duties and activities as appropriate to qualifications and experience as designated by the line manager or supervisor.
14. Understand, maintain and apply current departmental policies to casework and work requirements.
15. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.
16. Undertake and implement health and safety risk assessments in relation to the provision of community-based services and in relation to vulnerable adults.
17. Participate in duty systems in accordance with local practices, including responding to urgent situations and offering specialist advice and guidance to the Customer Service Centre, service advisers and colleagues within the multi-disciplinary team.
18. Participate in countywide rotas for AMPH/BIA/AMCP as relevant

please attach a structure chart

Title Community Care Officer	Department Adult Social Care, Health and Public Protection	Post Ref.
<p>Job Purpose To be responsible for strengths based, assessment and support planning which meets outcomes in line with the Adult Social care Strategy.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Responsible for social care assessments, support planning and review of individual and carers needs and the initiation and coordination of a range of personalised outcomes that promote independence. 2. Be responsible for the identification of potential reablement opportunities and provide access to those services as required. 3. Promote a Strength Based Approach which embeds the ethos of promoting independence and wellbeing at every opportunity, ensure people can manage their own needs, risks and uncertainties to meet their short- and long-term goals, delaying the need for long term care and support. 4. Identify community and other support resources, maximising individuals' assets, preventative/universal services and other funding sources, in line with the Adult Social Care Strategy. 5. Complete reviews with a focus on wellbeing, outcomes and ensuring value for money through considering all alternative solutions have been considered. 6. Provide information, advice and support to people and their carers. 7. Be able to use the Mental Capacity Act practice framework. 8. Support the work of Safeguarding Officers and Safeguarding Managers during the course of enquires (Any tasks must fall short of those completed by the Safeguarding Officer/Manager). 9. Organise and manage your social care workload independently with the appropriate oversight and direction of the line manager/supervisor/ professional lead. 10. Following appropriate training, undertake assessments using a range of health and social care tools, for example, contributing to continuing health care assessments. 11. Liaise and negotiate with local providers and support networks to deliver better outcomes for people. 12. Contribute to practice and service development which may include working 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Accountable for own performance 2. Accountable for the quality of the work undertaken 3. 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 persons who may be affected by the performance of your duties 8. Working in accordance with policies and procedures around information management and data protection. 	

<p>flexibly as the service demands.</p> <p>13. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described within their grade</p>	

<p>Person Specification</p>	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Relevant Health/Social Care qualification to NVQ level 3, an equivalent qualification or evidence of required skills and experience. 2. Knowledge of community care services within a health or social care setting. 3. Knowledge of the legislation and policies in relation to adult community care services. 4. Knowledge of current Adult Social Care and Health policy drivers. 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties. 2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff. 3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available. 5. Ability to meet agreed objectives and delivery targets by the effective use of resources e.g. the ability to work flexibly and efficiently.
<p>Experience</p> <ol style="list-style-type: none"> 1. At least two years' experience of work gained through paid employment or extensive personal experience or voluntary work 2. Experience of operating as part of a team and assisting others in their work. 3. Experience of independently managing and prioritising demands and tasks to meet objectives. 4. Experience of keeping detailed records and constructing reports or formal letters/submissions. 5. Demonstrable experience of using information technology in a range of applications. 6. Experience of negotiating with representative of partner agencies to achieve outcomes. 7. Demonstrable experience of using information technology in a range of applications 	

Role Dimensions

1. Flexible participation in other team duties as designated by the line supervisor or manager e.g. duty.
2. Assist other members of the team in carrying out their work, including appropriate Safeguarding tasks, according to their grade and under supervision.
3. Undertake assessments which may involve multi-professional working or require urgent responses.
4. Liaise with Health and social care colleagues including private and voluntary organisations to ensure quality outcomes for service users.
5. Carry out joint home visits with other professionals and engage in discharge planning in a multi-professional environment.
6. Understand, maintain and apply current departmental policies to case work and work requirements.
7. Take up opportunities of training specific to role and contribute effectively towards development of new systems, process and ways of working.
8. Undertake and implement health and safety risk assessments in relation to the provision of community-based services and in relation to adults at risk.
9. Participate in duty systems in accordance with local practices, including responding to urgent situations.

Please attach a structure chart

Date: