



<b>Title</b> <b>Advanced Social Work Practitioner (Band C)</b>	<b>Department</b> <b>Adult Social Care, Health &amp; Public Protection</b>	<b>Post Ref</b>
<p><b>Job Purpose</b>            To provide professional supervision and/or leadership of staff, working in partnership with the manager, staff and others and contribute towards an effective an efficient team service. 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.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Provide a lead practitioner role in the team: supporting the development of good, evidence-based practice particularly in the key areas of risk enablement, safeguarding, the Mental Health and Mental Capacity Act.</li> <li>2. Promote a Strength Based Approach which embeds the ethos of promoting independence and wellbeing at every opportunity to 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.</li> <li>3. Undertake the role of AMHP or BIA, relevant to service area.</li> <li>4. Lead on professional development issues; including the encouragement of the professional development of staff through reflective supervision, mentoring and coaching, identifying and developing learning and development needs within the context of the service.</li> <li>5. Provide regular and appropriate professional supervision to support, mentor and develop staff in line with approved professional standards, service and team plans.</li> <li>6. Carry a reduced caseload of highly complex and specialist work, initiate and co-ordinate a range of outcomes to meet need.</li> <li>7. Ensure effective completion of annual reviews, management and allocation of cases to staff.</li> <li>8. Plan, manage and prioritise workload.</li> <li>9. Resolve service delivery issues within available resources.</li> <li>10. Prepare and present clear concise reports as necessary.</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Providing case work supervision and professional mentoring for social care staff within their area of responsibility.</li> <li>2. Alert Team Manager of issues that could affect performance or budget</li> <li>3. Provide leads in specific key areas in order to meet service requirements.</li> <li>4. Develop and maintain appropriate partnership arrangements in their area of responsibility.</li> <li>5. Ensure the principles of continuous improvements and best value are adopted and maintained at a team level</li> </ol>	

<ul style="list-style-type: none"> <li>11. Chair meetings effectively and represent the department in a professional and effective manner.</li> <li>12. Improve customer satisfaction levels for the service and inform managers of changes to the operational environment including customer satisfaction issues.</li> <li>13. Communicate effectively and appropriately at all levels.</li> <li>14. Liaise effectively within the department and other agencies and work effectively as a member of a multidisciplinary team.</li> <li>15. Have regard at all times for the confidential nature of the work and not discuss or disclose information to unauthorised parties</li> </ul>	
--	--

**The post holder will perform any duty or task that is appropriate for the role described**

<b><i>Person Specification</i></b>	
<p><b>Education and Knowledge</b></p> <ul style="list-style-type: none"> <li>1. A Social Work Qualification recognised by Social Work England</li> <li>2. Registered with the Social Work England.</li> <li>3. Approved Adult Mental Health Practitioner (AMHP) or Approved Mental Capacity Professional (AMCP) Best Interests Assessor (BIA) or Practice Educator (Level 2) or evidence of relevant post graduate study is essential</li> <li>4. Knowledge and experience of safeguarding of adult’s work within multi-agency procedures.</li> <li>5. Knowledge and experience of staff supervision, training and development.</li> <li>6. Knowledge and understanding of relevant legislation relating to Adult Social Care, including knowledge of national and local policy and procedures in relation to children and families.</li> <li>7. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator</li> </ul>	<p><b><i>Personal skills and general competencies</i></b></p> <ul style="list-style-type: none"> <li>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.</li> <li>2. Sets an excellent example of customer care for other staff.</li> <li>3. Effectively sets direction for a team providing motivation for all to deliver high performance.</li> <li>4. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness</li> <li>5. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>1. At least 2 years working as a qualified experienced Band B Social Worker or equivalent.</li> <li>2. Experience of complex casework responsibility including safeguarding and Mental Capacity Act, Mental Health Act, Continuing Healthcare and risk enablement.</li> </ul>	

<ol style="list-style-type: none"> <li>3. Experience of supporting and mentoring qualified, newly qualified and unqualified staff</li> <li>4. Experience of facilitating complex multi-agency meetings together with sound decision making skills.</li> <li>5. Experience of multi-disciplinary working especially with health agencies, independent sector and other agencies</li> <li>6. Experience of supporting people in relation to risk enablement, outcome planning and multi-disciplinary working</li> </ol>	<ol style="list-style-type: none"> <li>6. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</li> <li>7. Takes an active role in managing risk, health and safety and safeguarding issues.</li> </ol>
---	--

***Role Dimensions***

1. Providing effective professional support and leadership and reflective practice mentoring to teams in their service area.
2. Undertake some delegated tasks as required such as approving assessment & support plans as appropriate.
3. Support the team to deliver the Adult Social Care Strategy.
4. Support the manager in managing systems in accordance with County Council policy and procedures.
5. Acting as a professional lead in specific service areas as required by the post.
6. Participate in countywide rotas for AMPH or BIA /AMCP as relevant.
7. Support the team in workload management, time management and case management within their area of service.
8. Participate in and present relevant continuous professional development opportunities across service area.
9. Providing support to managers in connection with the recruitment, appointment, induction of staff, capability and performance issues.
10. Act as Safeguarding Manager within adult safeguarding policy and procedure when required.
11. Contribute to and support the manager in the development and implementation of team plans.
12. Contribute to and support the manager in the identification and development of service improvements.

*Please attach a structure chart*

Date 5.12.19



<b>Title</b> <i>Senior Practitioner: Occupational Therapist</i>	<b>Department</b> <i>Adult Social Care, Health and Public Protection</i>	<b>Post Ref.</b>
<p><b>Job Purpose</b></p> <p>To provide professional occupational therapy supervision and leadership of staff, working in partnership with managers, staff and others to deliver an effective and efficient occupational therapy service. 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 a 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><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>1. Maintain a small, specialist 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 maximise independence.</li><li>2. Undertake occupational therapy assessments using a range of health and social care tools: activity analysis, graded goal setting, environmental risk assessments, specialist equipment provision, moving and handling risk assessments, Mental Capacity assessments and Continuing Healthcare assessments.</li><li>3. Be a lead practitioner to support the identification of potential re-ablement opportunities to maximise their independence.</li><li>4. Be a lead practitioner to promote a strengths-based Approach which embeds the ethos of promoting independence and wellbeing at every opportunity to ensure people can manage their own needs, risks and uncertainties within their environment, to meet their short- and- long term occupational performance goals, delaying the need for ongoing care and support.</li><li>5. Be a lead practitioner in the team, supporting the development of good occupational therapy evidence-based practice</li><li>6. Lead on professional development issues: including encouragement of the professional development of staff through reflective supervision, mentoring and</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Effective occupational therapy professional support and development of staff, to secure high levels of performance</li><li>2. Alerting Team Managers of issues that could affect performance including concerns arising from mentoring or supervising other staff.</li><li>3. Developing and maintaining appropriate partnership arrangements in their area of responsibility.</li><li>4. Ensuring the principles of continuous improvement and best value are maintained at a team level.</li><li>5. Supporting the managers in overseeing allocation of occupational therapy casework at a level commensurate with individual's abilities and experience.</li><li>6. Maintain professional occupational therapy standards and be accountable for own performance.</li></ol>	

coaching, identifying and supporting with learning and development needs as appropriate to the context of the service.

7. Provide regular and appropriate occupational therapy professional supervision to support, mentor and develop staff in line with approved professional standards, service and team plans.
8. Providing professional support, mentoring, advice and guidance to other staff and colleagues building positive relationships and partnerships.
9. Plan, manage and prioritise workload
10. Prepare and present clear concise reports, as necessary.
11. Chair meetings effectively and represent the department in a professional and effective manner
12. Resolve service delivery issues within available resources.
13. Improve customer satisfaction levels for the service and inform managers of changes to the operational environment including customer satisfaction issues.
14. Ensure effective completion of annual reviews, management and allocation of cases to staff.
15. Provide a lead role with responsibility for areas of occupational therapy specialism, such as: Reablement activity analysis, goal setting, specialist equipment provision, assistive technology, complex moving and handling, major housing re-design and Disabled facilities grant adaptations
16. Take lead responsibility for specific occupational therapy service development or policy development.

7. Accountable for the quality of the work undertaken.

8. Take reasonable care of your health, safety and welfare and that of other persons who may be affected by the performance of your duties.
9. 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 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**

## ***Person Specification***

### **Education and Knowledge**

1. An occupational therapy qualification recognised by the health and care professional council (HCPC)
2. Registered with the HCPC
3. Approved Adult Mental Health Practitioner (AMHP) or Approved Mental Capacity Professional (AMCP) Best Interests Assessor (BIA) or Practice Educator (Level 2) or evidence of relevant post graduate study is essential
4. Knowledge and experience of safeguarding of adult's work within multi-agency procedures.
5. Knowledge and understanding of relevant legislation and national and local policy frameworks relating to occupational therapy, health, social care for adults and children.
6. Knowledge and experience or equivalent of staff supervision, training and development.
7. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator

### **Experience**

1. At least 2 years working as a qualified experienced Band B Occupational Therapist or at an equivalent level.
2. Experience of complex occupational therapy casework responsibility, including: mental capacity assessments, safeguarding investigations, specialist equipment provision, reablement/enablement, and major adaptation design, commissioning support packages and complex moving and handling.
3. Experience of supporting people in relation to risk management, outcome planning and multi-disciplinary working.
4. Experience of supporting and mentoring qualified, newly qualified and unqualified Occupational therapy and/ or social care staff.
5. Experience of facilitating complex multi-agency meetings together with sound decision making skills.
6. Experience of multi-disciplinary working especially with other agencies, including: community health teams, housing, environmental grant officers, architects, building contractors, independent voluntary sector.

### **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. Sets an excellent example of customer care for other staff.
3. Effectively sets direction for a team providing motivation for all to deliver high performance.
4. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
5. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
6. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
7. Takes an active role in managing risk, health and safety and safeguarding issues.

## **Role Dimensions**

1. Provide effective professional support, through leadership, mentoring and reflective practice, within teams across the service area.
2. Undertake some delegated tasks for the manager as require: such as, approving occupational therapy assessments, support plans and equipment provision,
3. Support the Team Managers to deliver the ASCH strategy by providing professional oversight and advice.
4. Supporting Team managers to managing systems in accordance with County Council policy and procedures
5. Responsible for supporting teams to ensure effective workload management, time management, performance management and case management within the Occupational Therapy service.
6. Participate in countywide rotas for AMPH or AMCP / BIA, as relevant
7. Provide leadership in the Occupational Therapy service, including: maintaining occupational therapy professional standards, continuous professional development and sharing evidence based best practice.
8. Provide support to managers in connection with the recruitment, appointment, induction of staff, capability and performance issues
9. Participate in and present relevant training across service area
10. Act as Safeguarding Manager within adult safeguarding policy and procedure when required
11. Contribute to and support managers in the development and implementation of team service plans.
12. Contribute and support the manager in the Identification and development of service improvements to Occupational Therapy.
13. Take an active role in managing risk, health and safety and safeguarding specific issues.

Date: 5.12.19



<b>Title</b> <i>Occupational Therapist (Newly Qualified Band A)</i>	<b>Department</b> <i>Adult Social Care, Health &amp; Public Protection</i>	<b>Post Ref</b>
<p><b>Job Purpose</b></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><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>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.</li><li>2. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required.</li><li>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.</li><li>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.</li><li>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.</li><li>6. Provide professional information, advice and support to people and their carers, other staff and colleagues, by building positive relationships and partnerships.,</li><li>7. To undertake and develop skills in using the Mental Capacity Act and safeguarding work in relation to occupational therapy specific issues.</li><li>8. Maintain an occupational therapy caseload whilst continuously developing skills and experience, with appropriate supervision and support.</li><li>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</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Maintain professional occupational therapy standards and be accountable for own performance.</li><li>2. Accountable for the quality of the work undertaken.</li><li>3. Alert managers of issues that could affect quality, performance or budget.</li><li>4. Assist managers to meet specific service targets within agreed resources.</li><li>5. Assist team in maintaining appropriate partnership arrangements.</li><li>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.</li><li>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.</li><li>8. Exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the county</li></ol>	

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.**

<b>Person Specification</b>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. An Occupational Therapy Qualification recognised by the Health and Care Professions Council (HCPC).</li> <li>2. Registration with HCPC</li> <li>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.</li> <li>4. Any additional qualifications or relevant training relevant to service area.</li> <li>5. Detailed knowledge of community care services within a health or social care setting.</li> <li>6. Detailed knowledge of legislation in relation to adult social care services and occupational therapy.</li> <li>7. Detailed knowledge of current adult social care, health and housing policy drivers.</li> <li>8. Proficient knowledge and use of IT systems</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> <li>3. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>4. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</li> <li>5. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>1. At least two years' experience of care work gained through training, paid employment or extensive personal experience or voluntary work.</li> <li>2. Experience of operating as part of a team.</li> <li>3. Experience of independently managing an occupational therapy workload and prioritising demands and tasks to meet objectives efficiently.</li> <li>4. Experience of keeping detailed records and constructing reports or formal letter/submissions.</li> <li>5. Experience of working with the public.</li> <li>6. Demonstrable experience of using information technology in a range of applications.</li> <li>7. Experience of negotiating with representative of partner agencies to achieve objectives.</li> <li>8. Evidence of Continual Professional Development (CPD) meeting the standards of the professional regulator.</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>1. Undertake occupational therapy assessments which may involve multi professional working or require urgent responses.</li> <li>2. Assess the individual's functional abilities, needs and potential for independence in relation to an activity and the environment.</li> <li>3. Where appropriate, design, implement, monitor and review Reablement Programmes that are person centred, have clear goals and are tailored to meet individual needs</li> <li>4. Demonstrate appropriate techniques to persons, carers and staff in order to maximise people's independence.</li> <li>5. Contribute towards the discharge planning in a multi professional environment when required.</li> <li>6. Contribute towards the training and skills development of other social care staff and provide professional expert occupational therapy advice</li> </ol>	

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



<b>Title</b> <i>Experienced Occupational Therapist (Band B)</i>	<b>Department</b> <i>Adult Social Care, Health &amp; Public Protection</i>	<b>Post Ref.</b>
<p><b>Job Purpose</b> 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><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>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.</li><li>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 assessments</li><li>3. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required.</li><li>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.</li><li>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.</li><li>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.</li><li>7. Liaise and negotiate with local providers and support networks to deliver better outcomes.</li><li>8. Provide professional information, advice and support to people and their carers, staff and colleagues, by building positive relationships and partnerships.</li><li>9. To undertake safeguarding investigation work in relation to people and their specific occupational therapy issues.</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Maintain professional occupational therapy standards and be accountable for own performance.</li><li>2. Accountable for the quality of the work undertaken.</li><li>3. Alert managers of issues that could affect quality, budget or performance, including concerns arising from mentoring other staff.</li><li>4. Assist managers to meet specific service targets within agreed resources.</li><li>5. Assist team in maintaining appropriate partnership arrangements.</li><li>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.</li><li>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.</li><li>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</li></ol>	

<ol style="list-style-type: none"> <li>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.</li> <li>11. Contribute to practice and service development, including advising, mentoring and assisting less experienced staff.</li> <li>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</li> <li>13. Contribute to practice and service development, including advising, mentoring and assisting less experienced staff.</li> <li>14. Have regard at all times for the confidential nature of the work and note to discuss or disclose information to unauthorised parties.</li> </ol>	<p>individual or collective use in the performance of your duties.</p>
<p><b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b></p>	

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

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

**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***



<b>Title</b> <b>Social Worker (Newly Qualified Band A)</b>	<b>Department</b> <b>Adult Social Care, Health &amp; Public Protection</b>	<b>Post Ref</b>
<p><b>Job Purpose</b> 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><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>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.</li><li>2. Be responsible for the identification of potential re-ablement opportunities and provide access to those services as required.</li><li>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</li><li>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.</li><li>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.</li><li>6. Provide professional information, advice and support to people and their carer`s, other staff and colleagues, by building positive relationships and partnerships.</li><li>7. To undertake and develop skills in using the Mental Capacity Act and in undertaking safeguarding work as a Safeguarding Officer.</li><li>8. Maintain a social work caseload whilst continuously developing skills and experience with appropriate supervision and support.</li><li>9. Following appropriate training, undertake assessments using a range of health and social care tools, for example, contributing to continuing health care assessments.</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Maintenance of professional social work standards and be accountable for own performance.</li><li>2. Accountable for the quality of the work undertaken.</li><li>3. Alert managers of issues that could affect quality, performance or budget.</li><li>4. Assist managers to meet specific service targets within agreed resources.</li><li>5. Assist team in maintaining appropriate partnership arrangements.</li><li>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.</li><li>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.</li></ol>	

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>10. Organise and manage your workload independently, under the supervision and guidance of the Advanced Social Work Practitioner and/or Team Manager.</li><li>11. Liaise and negotiate with local providers and support networks to deliver better outcomes.</li><li>12. Contribute to practice and service development.</li><li>13. Always have regard for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</li></ol> |  |
|---|--|

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

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

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



<b>Title</b> <i>Experienced Social Worker (Band B)</i>	<b>Department</b> <i>Adult Social Care, Health &amp; Public Protection</i>	<b>Post Ref.</b>
<b>Job Purpose</b> 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.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>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.</li><li>2. Undertake assessments using a range of health and social care tools, for example, contributing to continuing healthcare assessments.</li><li>3. Be responsible for the identification of potential Reablement opportunities and provide access to those services as required.</li><li>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.</li><li>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.</li><li>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.</li><li>7. Liaise and negotiate with local providers and support networks to deliver better outcomes.</li><li>8. Provide professional detailed information, advice and support to people and their carers, staff and colleagues, by building positive relationships and partnerships.</li><li>9. To undertake safeguarding work in the role of Safeguarding Officer.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. Maintain professional Social Work standards and be accountable for own performance.</li><li>2. Accountable for the quality of the work undertaken.</li><li>3. Alert managers of issues that could affect quality, budget or performance, including concerns arising from mentoring other staff.</li><li>4. Assist managers to meet specific service targets within agreed resources.</li><li>5. Assist team in maintaining appropriate partnership arrangements.</li><li>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.</li><li>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.</li></ol>	

<ul style="list-style-type: none"> <li>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.</li> <li>11. Contribute to practice and service development including advising, mentoring and assisting less experienced staff.</li> <li>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.</li> <li>13. Always have regard for the confidential nature of the work and not discuss or disclose information to unauthorised parties</li> </ul>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described within their grade.</b></p>	

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

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

***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



<b>Title</b> <b>Community Care Officer (Occupational Therapy)</b>	<b>Department</b> <b>Adult Social Care, Health and Public Protection</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To be responsible for strengths based, occupational therapy assessments and support planning which meets outcomes in line with the Adult Social Care Strategy.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. Responsible for occupational therapy assessments, support planning and review of individual and carers needs and the initiation and coordination of a range of personalised outcomes that promote independence.</li><li>2. Responsible for the identification of potential reablement opportunities and provide access to those services as required.</li><li>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.</li><li>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.</li><li>5. Complete reviews with a focus on wellbeing, outcomes and ensuring value for money through considering all alternative solutions have been considered</li><li>6. Provide information, advice and support to people and their carers</li><li>7. Be able to use the Mental Capacity Act practice framework.</li><li>8. Support the work of Safeguarding Officers and Safeguarding Managers during the course of enquires that relate to occupational therapy matters (Any tasks must fall short of those completed by the Safeguarding Officer/Manager).</li><li>9. Organise and manage your occupational therapy related workload independently with the appropriate oversight and direction of the occupational therapy line manager/supervisor/ professional lead.</li><li>10. Following appropriate training, undertake occupational therapy assessments using a range of health and social care tools, for example: Activity analysis, graded goal setting, environmental risk assessments,</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. Accountable for own performance</li><li>2. Accountable for the quality of the work undertaken</li><li>3. Alert managers of issues that could affect performance</li><li>4. Assist managers to meet specific service targets within agreed resources.</li><li>5. Assist team in maintaining appropriate partnership arrangements.</li><li>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.</li><li>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</li><li>8. Working in accordance with policies and procedures around information management and data protection.</li><li>9. 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 individual or collective use in the performance of your duties.</li></ol>	

<p>risk enablement, equipment provision, moving and handling risk assessments, major adaptation design specifications, Mental Capacity assessments and Continuing Healthcare assessments</p> <p>11. Liaise and negotiate with local providers and support networks to deliver better outcomes for people.</p> <p>12. Contribute to practice and service development which may include working 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>	
---	--

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

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

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: May 2018 V1

<b>Title</b> <b>Community Care Officer</b>	<b>Department</b> <b>Adult Social Care, Health and Public Protection</b>	<b>Post Ref.</b>
<p><b>Job Purpose</b> To be responsible for strengths based, assessment and support planning which meets outcomes in line with the Adult Social care Strategy.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Be responsible for the identification of potential reablement opportunities and provide access to those services as required.</li> <li>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.</li> <li>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.</li> <li>5. Complete reviews with a focus on wellbeing, outcomes and ensuring value for money through considering all alternative solutions have been considered.</li> <li>6. Provide information, advice and support to people and their carers.</li> <li>7. Be able to use the Mental Capacity Act practice framework.</li> <li>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).</li> <li>9. Organise and manage your social care workload independently with the appropriate oversight and direction of the line manager/supervisor/ professional lead.</li> <li>10. Following appropriate training, undertake assessments using a range of health and social care tools, for example, contributing to continuing health care assessments.</li> <li>11. Liaise and negotiate with local providers and support networks to deliver better outcomes for people.</li> <li>12. Contribute to practice and service development which may include working</li> </ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Accountable for own performance</li> <li>2. Accountable for the quality of the work undertaken</li> <li>3. Alert managers of issues that could affect performance</li> <li>4. Assist managers to meet specific service targets within agreed resources.</li> <li>5. Assist team in maintaining appropriate partnership arrangements.</li> <li>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.</li> <li>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</li> <li>8. Working in accordance with policies and procedures around information management and data protection.</li> </ol>	

flexibly as the service demands. 13. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties	
---	--

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

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

### ***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: