



<b>Title</b>	<b>Department</b>	<b>Post Ref.</b>
<b>Promoting Independence Worker Countywide</b>	<b>Adult Social Care, Health and Public Protection</b>	
<b>Job Purpose</b> To work and achieve high standards of quality and efficiency in service by providing an intensive short term targeted intervention that assists people with a disability to regain, maintain and develop daily living skills. To work as part of a dedicated team of workers who both promote independence by providing short- term support but also identify and connect people to the resources they need to maximise their independence and reduce their reliance on paid support. Promoting independence workers in the team will work with adults under 65 years and young people in Transition from Children's to Adults Social Care.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. Assist individuals to develop, maintain and improve their daily living skills via a short term, agreed programme of re-enablement focussed activity e.g. activities could involve daily tasks independent travel training as well as other tasks deemed appropriate to the service user's needs.</li><li>2. Responsible for the identification of potential reablement opportunities and provide access to those services as required.</li><li>3. Promote social inclusion by seeking and developing opportunities for individuals within their local community. Providing encouragement and support for an agreed period of time to achieve goals and outcomes.</li><li>4. Promote the principles of personalisation, choice and control and risk enablement inherent in the Care Act and the Adult Social Care Strategy by working in partnership with service users and carers to promote independence.</li><li>5. Provide information, advice and support to service users and their carers.</li><li>6. Identify community and other natural support resources, maximising individual's assets using benefits, preventative/universal services and other funding sources.</li><li>7. To maintain a caseload, complete case notes of individuals in line with Departmental policy and for monitoring and evaluation purposes.</li><li>8. Monitor and review ongoing service provision.</li><li>9. Liaise and negotiate with local providers and support networks to deliver better outcomes for people.</li><li>10. Contribute to practice and service development.</li><li>11. Have regard at all times for the confidential nature of the work and not to discuss or disclose information to unauthorised parties.</li><li>12. Ability to contribute information to inform an assessment if required.</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 person who may be affected by the performance of your duties.</li></ol>

<b>The post holder will perform any duty or task that is appropriate for the role described within their grade</b>	

**Person Specification**

**Education and Knowledge**

1. Relevant health/social care qualifications to NVQ Level 3, an equivalent qualification or evidence of required skills and experience
2. A good level of general education
3. Knowledge of a range of disabilities in younger adults
4. Knowledge of community care services within a health or social care setting.
5. Knowledge of the legislation and policies in relation to adult community care services.
6. Knowledge of current Adult Social Care and Health policy drivers, e.g. Care Act (2014), Adult Social Care Strategy, Valuing people
7. Knowledge of relevant legislation e.g. Care Act (2014)

**Experience**

13. At least two years' experience of care work gained through paid employment or extensive relevant experience or voluntary work
14. Experience of operating as part of a team and assisting others in their work
15. Experience of independently managing and prioritising demands and tasks to meet objectives
16. Experience of keeping detailed records and constructing reports or formal letter/submissions
17. Experience of working with the public, private or voluntary sectors supporting people in the community with a disability
18. Demonstrable experience of using information technology in a range of applications.
19. Experience of negotiating with representative of partner agencies to achieve objectives.

**Personal skills and general competencies**

8. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.
9. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
10. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
11. Ability to meet agreed objectives and delivery targets by the effective use of resources.
12. Excellent organisational and own time management skills to work autonomously and use own initiative.

**Role Dimensions.**

1. Flexible participation in other team duties as designated by the line supervisor or manager.
2. Assist other members of the team in carrying out their work, including appropriate Safeguarding tasks, according to their grade and under supervision.
3. Understand, maintain and apply current departmental policies to casework and work requirements.
4. Take up opportunities for relevant training specific to role and contribute effectively towards development of new systems, processes and ways of working.

5. Construct reports and use other documentation as necessary and appropriate.
6. Undertake and implement health and safety risk assessments in relation to the provision of community-based services and in relation to vulnerable adults.
7. Participate in team activities, e.g. case discussion, review of team work.
8. Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day if required, using car, public transport, car sharing etc.

Date: Nov 2016