

JOB DESCRIPTION

Job Title	Independent Living Assessor
Position Number(s)	
Department	Community Independence Service - Reablement
Section or Service	Adult Social Care
Grade	Range B

DESIGNATION:

Responsible to:	Team Manager
Employees directly supervised (if applicable):	
Family Tree	
<p><i>Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.</i></p>	

1. JOB PURPOSE:

The post holder will be part of one of our Adult Social Service teams responsible for delivering exceptional social care to customers and their carer's. The role will involve supporting customers to set up self-directed support to support them to meet their individual needs and improve their wellbeing. You will be responsible for carrying out strength based assessments to support people to choose outcomes which are personal and specific to their current needs and delay future needs occurring. The role will involve supporting the delivery of integrated health and social care by supporting physically disabled and older people living in the borough through a proactive and personalised approach.

The post holder will support customers to increase their independence and increase their choice and control.

There will also be agreed performance indicators which the post holder will need to work within to ensure that there is an excellent standard of practice.

2. DESCRIPTION OF DUTIES:

List key personal duties in order of importance.

- Complete assessments, support plans and reviews in line with the Care Act 2014 and ensure that customers are supported to make choices on how to use their individual budgets to meet their needs. Investigate opportunities for customers and carers, seeking out alternatives to council commissioned services.
- Carry out strength based assessments that are proportionate and in line with the principles of well-being. Promote self-assessment tools to optimise customer involvement.
- Participate in MDT meetings, if appropriate, to achieve the best possible outcomes for customers. Promote independence and utilise the reablement service where customers are able to achieve short term goals.
- To manage cases effectively and respond to customers' needs in a timely manner within a fast moving and highly pressured environment.
- Work with a range of customers with different needs such as physical disabilities, learning difficulties and mental health issues.
- Identify unpaid carers and offer Carers Assessments to support them in their role and signpost relevant support.
- Offer information and advice regarding statutory and voluntary resources available to customers.
- To work effectively and in partnership with other professionals from statutory and voluntary organisations.
- To have a working knowledge of procedures, legislation and organisation policies.
- To be able to write good quality reports and assessments.
- To ensure that you access knowledge, training, and development necessary to carry out your work effectively.
- To understand your professional development (CPD) requirements and take responsibility for meeting them. This includes contributing to supervision and complying with the organisation policy on supervision and appraisals.
- In multi-agency teams, ensure that you comply with each agency's requirements regarding recording, sharing and maintaining information and data.
- Contribute to developing a positive culture that promotes mutual respect and strong professional relationships.

- Develop skills to order equipment which may increase customer's independence. This may sometimes include the fitting of simple equipment.
- To work within agreed performance management and budgetary framework. To work towards performance indicators and local organisation targets.
- To ensure equal opportunity, data protection, confidentiality of clients is maintained as per corporate requirements
- To incorporate into any assessment of need the identification of where equipment and assistive technology will assist the promotion of independence, reducing dependence on statutory services and enabling an individual to remain living in their own home wherever possible.
- To support projects and service developments to enhance service quality.
- To maintain up-to-date, accurate, relevant and objective case recording and any other records as specified for department records. To ensure that key data is entered into the electronic data system in a timely way.
- To be responsible for identifying and raising safeguarding alerts.

I agree to the above job description

Post Holder.....
Date.....

Head of Service.....
Date.....

3. DIMENSIONS:

(WHERE APPROPRIATE)

Quote figures which give a picture of the job as follows:

(a) Annual budgetary amounts with which the job is either directly or indirectly concerned

(b) Any other statistics relating to the work

I agree to the above job description

Post Holder.....
Date.....

Director / Chief Officer.....
Date.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Independent Living Assessor
-------------------	-----------------------------

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities</p> <p>Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> • Maths and English GCSE (A-C) or equivalent • Enhanced DBS check <p>Desirable:</p> <ul style="list-style-type: none"> • Diploma or NVQ in Health and Social Care
C	<p>Skills: Experience and Attitude</p> <p>Essential:</p> <ul style="list-style-type: none"> • Have knowledge and understanding of the role of care coordination within the social care/health setting

- Have a basic knowledge of conditions that can lead to a disability and the impact on customers and their carers. Have an understanding of Equal Opportunities Policy and anti-discriminatory practice.
- Good IT skills and knowledge of Electronic Case Management Systems
- Have a basic knowledge of the range of services available to vulnerable adults
- Willingness to undertake professional learning and development.

- Able to carry and/or fit small items of equipment, with training as required.
- Commitment to working in equal partnership with customers and carers.
- Knowledge of Care Act in relation to assessment, eligibility including carers' and safeguarding
- Experience of working with adults from a range of different cultures and ethnic backgrounds.
- Able to plan, manage, prioritise workloads, demonstrating good time management skills
- Ability to work in a multi-disciplinary team and within the context of a customer's family and support networks
- Able to communicate clearly and accurately, verbally and in writing, to a wide range of people including users, colleagues, carers, and managers.
- Ability to participate in supervision and act on guidance and advice from managers.
- Ability to work independently in the community
- To document work systematically and present clear and concise written and verbal reports.
- Able to create support plans to meet customer's ongoing needs.
- Commitment to the ethos of promoting independence and supporting people to remain in their own home as independently as possible exercising control of their day-to-day life.

Other Requirements/Constraints

- Ability to travel by public transport or car
- Must be able to work evenings and exceptionally at weekends and Bank holidays as and when necessary.
- Willingness to work in a range of settings /location depending on the needs of the service.
- A willingness to undertake professional development
- To ensure that DBS are current and up to date. To inform management if this is not the case
- To undertake other duties commensurate to the grade of the post

Desirable:

- Basic understanding of Mental Capacity Act.

Our Values & Behaviours	
D	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div style="background-color: #4caf50; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div style="background-color: #00bcd4; border-radius: 10px; padding: 5px; text-align: center; margin-bottom: 10px;">INTEGRITY</div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

G

WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.