

JOB DESCRIPTION

Post: Trusted Assessor

Location: Magdalen Square

Accountable to: Service Manager/ Deputy Service Manager

Direct reports: Rapid Response, Reablement and/or Domiciliary Workers

WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other;
 - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other;
 - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service;
 - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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JOB PURPOSE

To carry out initial assessments of need of vulnerable people who live in their own homes.

To develop and review care plans to meet specified needs.

To identify and minimise risks in the provision of service user care.

MAIN DUTIES

1. Manage an allocated workload in respect of the assessment and reviewing function of the service.
2. Develop comprehensive and holistic assessments of need and risk assessments across a range of service user groups.

3. Work in partnership with service users, carers and other professionals in establishing initial care plans that are person centred and outcome focused.
4. Liaise with other care professionals as directed to ensure a coordinated approach ensuring the provision of domiciliary care meets identified needs.
5. Undertake scheduled and unscheduled reviews of service provision to determine the effectiveness of the care plan and to agree any necessary changes.
6. Promote safe working practices therefore ensuring compliance with health and safety legislation, advising management of any perceived improvements that could be introduced to enhance the safety, efficiency and effectiveness of the service user.
7. Utilise computer systems to complete assessments, care plans, input data and assist with the reviewing process.
8. Assist with on call during evenings and weekends.
9. Adhere to Company procedures in all aspects.
10. Undertake mandatory and any other training as directed and participate in regular supervision sessions and team meetings.

SPECIAL CONDITIONS

The Rapid Response service is operational 365 days a year, including weekends, public holidays, statutory days and concessionary days. The appointed person's individual hours of duty will be based on the needs of service users. The appointed person will not usually be required to work more than 5 out of every 7 days.

The post holder is required to participate in a 5/7 rota to cover the duty phone during evenings and weekends.

Lone working will apply.

Must be able to fulfil the travel requirements for this post.

OTHER

There is an expectation placed on all recruited employees to achieve the appropriate level of vocational qualification at the first possible opportunity.

GENERAL

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

An Enhanced DBS Check is required.

Date: October 2019

PERSON SPECIFICATION

Personal Attributes Required	Essential (E) or Desirable (D)
Qualifications & Training	
Diploma in Health & Social Care Level 3 or equivalent	E
Diploma in Management Level 3 or equivalent	D
Experience	
Assessing the needs of individuals and planning the required provision of care	E
Determining priorities and risks	E
Working with a range of service user groups	D
Skills/Knowledge/Aptitudes	
Able to work effectively with service users, family members and other professionals	E
Ability to exercise discretion and confidentiality at all times	E
Ability to communicate well with service users, family members and other professionals	E
Ability to demonstrate behaviours that are aligned to the Company's core values	E
Ability to use Microsoft Office applications	E
Knowledge of Health & Safety legislation	E
Knowledge of the role of social care within the community	E
Special Requirements	
An Enhanced DBS Check	E
A current, clean driving license or other means of reliable transport	E
Participate in a 5/7 rota to cover the duty phone during evenings and weekends	E