

## Job Description

<b>Job Title</b>	Social Care Assessor
<b>Directorate</b>	Adult Social Care and Health
<b>Service Area</b>	Operations
<b>Grade</b>	6
<b>Competency Level</b>	2
<b>Salary</b>	£35,412 – £39,862
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS Adult Barred List and Adult Workforce
<b>Job Evaluation Ref No</b>	A8850



## Job Purpose

To contribute to the operational delivery of an effective Adult Social Care Service as part of an integrated team responsible for safeguarding, assessment, support planning and promoting the wellbeing of adults with care and support needs, and continuously improving outcomes for people. Through every interaction, apply the Prevent, Reduce, Delay principles of the care act to promote independence and wellbeing.

Embed a strength-based approach to assessment and support planning with outcomes that people want to achieve.

To plan and co-design individual support plans with people.

To ensure that regular monitoring and reviews of support plans are carried out.

To be responsible for social care provision including managing own caseload whilst managing the reputation of the Department and Council and complying with national and service procedures and guidance

### Directly Responsible For:

Not applicable

### Directly Responsible To:

Senior Practitioner and Team Manager

## Main Areas of Responsibility:

### Service & Operations

- Hold and effectively manage a varied caseload with appropriate supervision, guidance, and support, reflecting the function of the team and Adult Social Care in accordance with policy, procedures, guidance and legislation
- Ensuring a strength-based approach, tailored to people's needs underpins all conversations and assessments
- Undertake work within adult care legislative framework
- Accountable for decision making and risk assessment/ management in relation to caseloads, ensuring professional judgement, evidence-based tools, critical reflection, and analysis to inform this. Communicate skilfully and confidently in various situations, inclusive of managing risk
- Attend and represent the department at a range of multi-disciplinary forums and undertaking the role of Chair as required
- Undertake direct work with people, carers and families in line with interagency safeguarding adults policy and procedures
- To make appropriate assessment and act as care navigator for the individuals presenting with eligible social care needs within appropriate time limits and in collaboration with health and other agencies
- To plan relevant responses to meet individual needs in collaboration with carers, advocates and representatives in consultation with health and other agencies
- To ensure the delivery of services to meet assessed needs and outcomes within financial resources available
- To maintain an effective system for coordination, monitoring and reviewing support plans and service standards, to identify gaps in service or unmet need and advise line manager and commissioners
- To work jointly with Social Workers by identifying appropriate tasks or areas of work in agreement with team managers

- Undertake mental capacity and best interest assessments when required
- To work in partnership, or as part of, an integrated team of allied health professionals (AHP), including the completion of Continuing Health Care (CHC) Checklist and participating in Decision Support Tool (DST) as outline within the NHS CHC Framework
- Model inclusive practice in relation to identity and diversity, challenging any issues of concern
- Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection, and career development
- Be accountable for own practice in relation to budget and performance requirement
- Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice and maintain a record of continuous professional development
- Take responsibility for the professional learning and development of self- including participating in team meetings and contributing to the development of the team
- Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales
- Ensure that funding for packages of care is formally authorised and recorded
- Ensure that people's information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings
- Develop the city council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading

- This job description applies to a number of jobs within adult social care, the team (and office location) that staff undertaking this job description are allocated could change at the discretion of management following consultation with the individual post holder
- In addition to post holder principal duties the post holder will be expected to contribute more widely to the overall development of the service and Council
- All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their 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 promote appropriate improvements where necessary
- All employees are expected to be committed to the equality and diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture
- This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## **Supervision and Management Responsibility:**

- No Line Manager or Supervision responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be used for

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Can demonstrate numeracy, literacy, and IT skills (A,I)
- Willingness and ability to obtain/and or enhance qualifications for development in the post (A)

### Desirable

- NVQ Level 3 in Promoting Independence or Health & Social Care / NVQ 4 is desirable but not essential

## Experience

### Essential

- A good understanding of community care activity in relation to the statutory, voluntary or private social care sector (A,I)
- Experience of working within a social care setting and some contact with community groups (A,I)



## Desirable

- Experience of providing assessment and care management services to a multi-cultural population
- Experience of applying financial consideration to own activities, monitoring expenditure through reviewing individual needs and ensuring true value for money is delivered

## Skills/Abilities

### Essential

- Ability to demonstrate skill in undertaking asset/strengths-based approach to assessment and an outcome focused approach to support planning in partnership with people/carers (A,I)
- Ability to research, cascade and incorporate new guidance and procedure into work quickly and effectively; and use to inform professional decision making (A,I)
- Ability to demonstrate excellent organisational skills and to prioritise and manage fluctuating caseloads/service demands producing work to a high standard within timescales (A,I)
- Ability to effectively undertake partnership working with adults with care and support needs and their families/carers/advocates and other agencies involved in their care (A,I)
- Ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues (A,I)
- Ability to work within professional and ethical standards (A,I)

## Desirable

- Knowledge of the Assessment Framework and other relevant assessment and planning tools
- Demonstrate capacity for logical, systematic, critical and reflective reasoning and apply theories and techniques of reflective practice
- Ability to follow through on agreements with people and carers and demonstrate client empathy.
- Ability to take advantage of, and use, information technology, including Liquid Logic and agile working

## Key Competencies:

- **Developing Productive Relationships:** builds effective working relationships with a diversity of individuals and groups
- **Communicating in Writing:** produces clear, succinct and well-structured written work which creates a positive impact on recipients (The Council will be mindful of individual needs as required by DDA)
- **Communicating Orally:** conveys messages effectively, creating a positive impact on the listener (The Council will be mindful of individual needs as required by DDA)
- **Being Financially Aware:** fully considers the financial dimension to own activities, monitoring expenditure through reviewing individual needs and ensuring true value for money is delivered
- **Resilience and Flexibility:** works to the highest standards, shows ability to manage competing priorities and retains due professionalism at all times
- **Creating Customer Centred Services:** achieves customer satisfaction by identifying genuine needs and jointly developing effective solutions
- **Promoting Diversity:** promotes respect for all people, recognises differing needs and expectations and challenges all oppressive practice

- **Minimising Risk:** ensures that risks to customers, colleagues and self are minimized

## Commitment

### Essential

- Commitment to continuing professional development

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level