

## Job Description

<b>Job Title:</b>	Assessment & Enablement Worker
<b>Grade:</b>	NNCBAND05
<b>Service Area:</b>	Adult Social Care

### Overall Purpose of the Job

To support customers, their families and carers to retain/or regain independence.

Carry out strength based assessments in accordance with the Care Act 2014, working in partnership with key providers in the community to enable service users to access local services.

### Main Accountabilities

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1.	Undertake clear and accurate statutory assessments and reviews of an individual in line with statutory guidance and best practice. Provide appropriate responses in situations which may be ambiguous and/or difficult, and use analytical skills to influence and inform assessment, decision making and interventions to deliver outcomes that best meet the customer need.
2.	Provide short term intervention plans for individuals as appropriate, ensuring individuals are supported and encouraged to access community support that is available, acquiring knowledge about different groups, races and cultures and needs which informs service delivery and understands the impact on customers.
3.	Effectively assess and manage risk, for example safeguarding and take appropriate action when required including supporting safeguarding investigations under the direction of a manager, social worker or other lead professional.
4.	Act as the lead professional provide support to enable the customer to achieve a reasonable degree of independence and autonomy, where a person is constrained by social or family circumstance.
5.	Use a person centred approach, listening and developing creative and personalised solutions to assist people to manage their lives independently for as long as possible. Work in partnership to improve collaboration, co-ordination and support to achieve and meet customer needs.
6.	Provide accurate, impartial information, support and guidance to customers and their families, including appropriate information relating to financial matters, ensuring any implementation of a support plan is within budgetary constraints.
7.	Provide written and verbal reports, appropriate for legal purposes, which are concise, informative and based on evidence to support problem solving and resolution.
8.	To manage own caseload and organise and plan work activities taking into account the need to prioritise tasks and responsibilities, to ensure assessments and reviews, support plans are undertaken and updated within an agreed timeframe.
9.	To maintain case records where the information is concise, accurate and timely so that customers circumstances are accessible at all times to ensure continuity of provision, maintaining this customer and management information through the use of appropriate IT systems and in line with professional requirements and departmental recording methods.

## **Job Description**

*Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.*

### **Safeguarding Commitment**

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<p><b>Education and Qualifications</b></p>	<p>NVQ III or equivalent or the ability to evidence and demonstrate on the job experience working at this level in a Health and Social care/Social Care related subject.</p> <p>3 A levels or equivalent.</p> <p>GCSE grade C and above or equivalent in Maths and English.</p>	<p>NVQ 4/QCF 4</p>
<p><b>Experience and Knowledge</b></p>	<p>Experience of using IT systems including Word and databases.</p> <p>Working knowledge and experience in understanding needs of vulnerable adults.</p> <p>Working knowledge of the Care Act 2014.</p> <p>Working knowledge and understanding of relevant national and local policy issues in Adult Social Care.</p>	
<p><b>Ability and Skills</b></p>	<p>Excellent report writing skills, demonstrating the ability to achieve clear and concise reports that are fit for purpose.</p> <p>Excellent listening skills and the ability to understand and communicate clearly at all levels.</p> <p>Ability to build a rapport and build relationships with customers and their families.</p> <p>Ability to prioritise tasks, manage own workload and be accountable for case work.</p> <p>Ability to actively support and promote equal opportunities.</p> <p>Ability to operate in a fast pace, changing environment.</p> <p>Empathetic and caring when working with people.</p> <p>Ability to create close working contacts in the community to support customers and their families.</p> <p>Ability to work from various locations and travel countywide.</p>	

## Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<p>Previous experience of working with vulnerable adults.</p> <p>Experience of working in multi-agency environments.</p> <p>Experience of using IT packages.</p>	
<b>Equal Opportunities</b>	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
<b>Health &amp; Safety</b>	<p>Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.</p>	
<b>Safeguarding</b>	<p>Demonstrate an understanding of the safe working practices that apply to this role.</p> <p>Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.</p>	

### Disclosure Level

What disclosure level is required for this post?			
<input type="checkbox"/> None	<input type="checkbox"/> Standard	<input type="checkbox"/> Enhanced	<input checked="" type="checkbox"/> Enhanced with barred list checks

### Work Type

What work type does this role fit into?			
<input type="checkbox"/> Fixed	<input checked="" type="checkbox"/> Flexible	<input type="checkbox"/> Field	<input type="checkbox"/> Home