



# North Northamptonshire Council

## Job Description

Job Title: Assessment and Enablement Worker

Grade I

### 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

	<b>Main Accountabilities</b>
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.

	<b>Main Accountabilities</b>
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.

### **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

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job;

Qualification Required	Subject	Essential/ Desirable
NVQ III or equivalent or the ability to evidence and demonstrate on the job experience working at this level	Health and Social care/Social Care related subject	Essential
3 A levels or equivalent	Any	Essential
GCSE grade C and above or equivalent	Maths & English	Essential
NVQ 4/QCF 4	Any	Desirable

Minimum levels of knowledge, skills and experience required for this job

Knowledge Required	Essential/Desirable
Working knowledge and experience in understanding needs of vulnerable adults.	Essential
Working knowledge of the Care Act 2014.	Essential
Working knowledge and understanding of relevant national and local policy issues in Adult Social Care.	Essential
Knowledge & understanding of cultural differences where communities have different ethnic backgrounds to ensure equality of opportunity.	Essential

Skills Required	Essential/Desirable
Excellent report writing skills, demonstrating the ability to achieve clear and concise reports that are fit for purpose.	Essential
Excellent listening skills and the ability to understand and communicate clearly at all levels.	Essential
Ability to build a rapport and build relationships with customers and their families.	Essential
Ability to prioritise tasks, manage own workload and be accountable for case work.	Essential
Ability to actively support and promote equal opportunities.	Essential
Ability to operate in a fast pace, changing environment.	Essential
Empathetic and caring when working with people.	Essential
Ability to create close working contacts in the community to support customers and their families	Essential
Ability to work from various locations and travel countywide.	Essential

<b>Experience Required</b>	<b>Essential/Desirable</b>
Previous experience of working with vulnerable adults.	Essential
Experience of working in multi-agency environments	Essential
Experience of using IT packages	Essential

<b>Safeguarding</b>	<b>Essential/Desirable</b>
Demonstrate an understanding of the safe working practices that apply to this role.	Essential
Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

### **Disclosure Level**

What disclosure level is required for this post?	None	Standard	Enhanced	<b>Enhanced with barred list checks</b>
--	------	----------	----------	---

### **Work Type**

What work type does this role fit into?	Fixed	Flexible	<b>Field</b>	Home
---	-------	----------	--------------	------