

Job Description

Job Title: Needs Assessment Officer

POSCODE: NRTH0057

Grade: Grade G

Overall purpose of the job

In accordance with Care Act 2014 and North Northamptonshire Council's service plans, eligibility criteria and objectives, to carry out a strength-based assessment, to identify and deliver care needs in conjunction with individuals, carers, and multi-agencies, to ensure people receive the information and the level of support required for them to regain or maintain their level of independence and to be safe within the community.

To be case accountable, to work independently and provide appropriate and timely support to both Team Leaders and Supervisors.

Main accountabilities

Main accountabilities	
1.	Managing an appropriate caseload of people by undertaking clear and accurate statutory assessments and reviews of individual person, in line with statutory guidance and best practice. Assessments need to be proactive, preventative, and personal and include support from other professional services where required, to ensure people receive the information and the level of support required for them to regain or maintain their level of independence and to be safe within the community.
2.	Provide goal setting / support plans for individual people as appropriate. Ensuring individuals are supported and encouraged to access any community support that is available and in doing so ensure equality and diversity informs the service delivery and understanding of the impact upon people in the planning process.
3.	Assess and manage any risks to individuals and others effectively, whilst ensuring positive risk taking is supported and appropriately managed.
4.	Provide accurate, impartial information, support and guidance to people and their families, including appropriate information relating to financial matters, ensuring any implementation and choice of a support plan is within budgetary constraints.
5.	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, to reduce/avoid any adverse impact on the care of the person and delivery of the service.
6.	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 both customer and management information through the use of appropriate IT systems and in line with professional requirements and departmental recording methods.
7.	Use a person-centred approach, listening and developing creative and personalised solutions, to assist people to manage their lives independently in the community for as long as possible and in doing so work in partnership with other agencies to improve collaboration, coordination, and support to achieve and meet each person's needs.

8.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
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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

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent/QCF level 3 with experience of working in Social Care or willing to work towards this Or The ability to demonstrate knowledge gained through detailed practice and application of procedures in Adult Social Care	Health and Social Care	Essential
GCSE grade C and above or equivalent	English	Essential
GCSE grade C and above or equivalent	Maths	Desirable

Identify	Describe	Essential/ Desirable
Knowledge		
Working knowledge and understanding of the Mental Capacity Act 2005.		Essential
In depth knowledge of the Care Act 2014 to ensure care act compliant eligibility.		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		
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		Essential

communicate clearly at all levels.		
Ability to build a rapport and build relationships with people, families, providers, other professionals, and wider communities.		Essential
Ability to prioritise tasks, manage own workload, to be case accountable and initially manage difficult and complex cases.		Essential
Ability to actively support and promote equal opportunities.		Essential
Ability to operate in a fast-paced office and changing environment, and to be able to make initial decisions on any shift where they are the responsible person.		Essential
Empathetic and caring when working.		Essential
To be aware of your environment and the need to be appropriate and professional at all times.		Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Previous experience of working with people with care and support needs.		Essential
Experience, knowledge, and demonstration of using various IT packages and systems. Accurate and detailed entry and analysis required.		Essential
Understanding of Data Protection guidance.		Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding	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 vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced Adults and Children	Enhanced with barred list checks

Work type

What work type does this role fit into? (Tick one)	Fixed	Flexible	Field	Home
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box that reflects the main work type, the default workers type is flexible)				
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