



# North Northamptonshire Council

## Job Description

Job Title: Senior Assessment Enablement Worker

Postcode: 3471

Grade J

### 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 care needs in conjunction with service users, carers and multi-agencies, to ensure service users 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 be able to work independently and provide support to Assessment and Enablement Workers.

### Main Accountabilities

	<b>Main Accountabilities</b>
1	Manage an appropriate full and complex caseload by undertaking clear and accurate statutory assessments and reviews of individual service users in line with statutory guidance and best practice. The assessments need to be proactive, preventative and personal and include support from other professional services where required.
2	Provide support plans for individual service users as appropriate, ensuring individuals are supported and encouraged to access community support that is available. Ensuring that knowledge about different groups, races and cultures and needs which informs service delivery and understands the impact on customers is incorporated in the planning process.
3	Effectively assess and manage any risks to service users and others, whilst ensuring positive risk taking is supported and appropriately managed. For example, completing safeguarding investigations/enquiries and undertaking Adult Risk Management processes...
4	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. Provide higher level technical support to Assessment & Enablement Workers to

	<b>Main Accountabilities</b>
	assist in managing the teams overall caseload and service to all customers.
5	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.
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. Take a lead role in Court of Protection applications and any subsequent tasks.
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
Degree or equivalent/QCF level 5 with experience of working in Social Care  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	Maths and English	Essential
3 A levels or equivalent	Any	Desirable

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

Knowledge Required	Essential/Desirable
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 Required	Essential/Desirable
Excellent report writing skills, demonstrating the ability to achieve clear and concise reports that are fit for purpose, and can be submitted for court purposes.	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, families, providers, other professionals and wider communities.	Essential

<b>Skills Required</b>	<b>Essential/Desirable</b>
Ability to prioritise tasks, manage own workload, to be case accountable and manage difficult and complex cases.	Essential
Needs the ability to challenge conflicting views not only with family member but with other professionals, to ensure that the service user receives the correct service.	Essential
Ability to actively support and promote equal opportunities.	Essential
Ability to operate in a fast pace, and changing environment.	Essential
Empathetic and caring when working.	Essential
Ability to mentor others within the team.	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. Accurate and detailed entry and analysis required.	Essential
Understanding of Data Protection guidance.	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
---	-------	----------	--------------	------