


GLPC Job Description

	Job Title	Care Assessor
	Directorate	Adults Social Care & Health
	Department	Adult Social Care
	Grade	S01/S02/P01 (linked grade)
	Reports to	Deputy Team Manager / Advanced Practitioner
	Staffing Responsibility	None

Job Purpose:

To support service users / residents, with an aim to improve people's lives by helping with social and interpersonal difficulties, promoting human rights and wellbeing. In your role as a Care Assessor you will have the opportunity to work with adults and families, applying a strength based approach, to assist residents to access suitable assistance for their current needs.

Principal Accountabilities and Responsibilities:

All grades

- To evaluate and highlight varying needs for the purpose of different types of care support options to enable residents to remain as independent as possible
- Participate in care discussions regarding residents
- To be creative in determining appropriate services to meet varying needs
- To research both formal and informal services to meet needs
- To work in partnerships with other statutory, voluntary and private sector organisations
- Contribute to the development of the Team
- To carry out holistic social care assessments, if required.

Grade S01

- Identifying needs of vulnerable adults, including those with complex health needs, challenging behaviour and mental health
- Communicating with vulnerable adults and/or carers in a way that supports Strengths Based Practice
- Triaging contacts to suitable services and/or teams within the department
- Providing suitable information, advice and guidance to individuals who do not meet social care criteria or services;
- Maintaining good liaison links with internal and external partner organisations to ensure better outcomes for individuals.

- Participate in care discussions and multidisciplinary assessments regarding specific clients and community care needs as required. To keep other professionals informed of developments and alert them to situations where a vulnerable adult is at risk of harm or where they require a more comprehensive assessment of need
- Assist customers/ carers by providing basic information regarding services or assistance to complete forms, and completion of carer's assessment.
- Ability to undertake actions in relation to safeguarding Adults, as required within the locally agreed Adult Safeguarding policies
- To provide specific reports, attend any relevant meetings including case conferences in relation to vulnerable adult and their carers to whom Brent is or has been providing a service.
- To actively contribute to the continuous improvement of service delivery through regular feedback to line managers and at meetings.
- To maintain records of work and information as required through Mosaic
- To promote and ensure maximum user and carer involvement at all times through the principles of Personalisation
- To establish good professional working relationship with in- house and external agencies.
- To ensure you meet the requirements of the Data Governance and Confidentiality Policies
- Any other duties commensurate to the level of the grade for the post.

Grade SO2 (in addition to the above duties):

1. Following evaluation of work and standards through appraisal and performance in role to be assigned cases of a more complex nature as determined by your line supervisor or manager
2. To take responsibility for working on own initiative in relation to cases
3. To be prepared to work across the Teams as required flexibly and adaptably within the job role
4. To give support to more junior colleagues and those new to the role in carrying out their duties
5. To work with staff who may need to shadow workers to learn their role and be prepared to support the Department's learning and development programme through the ASC Skills Academy
6. To be prepared to give of your time and learned expertise to support the development of new initiatives

Grade PO1: (in addition to the above duties):

- Using your professional qualification and skills to provide the above services and support to people with complex needs in your area of expertise and more complex needs generally
- Using your area of professional expertise to share your knowledge and time to ensure that your colleagues receive the benefits of expert support when required across the whole service area
- Using your area of professional expertise contribute fully to the Department's learning and development programme through the ASC Skills Academy
- To be prepared to give of your time and learned expertise to support the development of new initiatives and Departmental Projects
- To prepare reports and presentations to panels as required and be prepared to deal

with complaints, concerns and legal challenges within your area of expertise and working to the Manager

- To provide on the job training for temporary assigned junior staff

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.

Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Enhanced
Politically Restricted <i>(delete as appropriate)</i>	No

Person Specification

<p>Specify the qualifications, experience, skills and abilities required on the basis of the Job Description.</p>	<p>To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)</p>
<p>Qualifications and Professional Membership requirements:</p> <p><u>Grade SO1:</u> No formal qualifications required but evidence of having achieved or be working towards NVQ level 3 or equivalent level would be of benefit.</p> <p><u>Grade SO2:</u> Achievement of NVQ level 3 or equivalent qualification or academic standard.</p> <p><u>Grade PO1:</u> Evidence of achieving a relevant professional qualification such as Nursing or in Sensory Impairment</p>	<p>A</p> <p>A</p> <p>A</p>
<p>Knowledge (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Knowledge of social policy & relevant legislation, in relation to Adult social care improvements and of eligibility criteria for services. • Demonstrable willingness to participate in training and staff development relevant to the role and to take advantage of learning. • Willingness to implement and promote the council's Core Values, Health and Safety Policies and all other relevant policies and Procedures. 	<p>A</p> <p>A, I</p> <p>A, I</p>

<p>Experience (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Experience of working in Social Care Services or similar organisations such as the NHS or Voluntary Sector. • Experience of multi – disciplinary agency working within a multi-cultural environment. • Experience of having assessed the needs of people, devise outcomes/goal setting for the purpose of support planning. • Experience of working with vulnerable adults, using acquired skills and judgement in order to build professional relationships, communicate effectively, have appropriate professional attitude when representing the council. <p>Grade PO1</p> <ul style="list-style-type: none"> • Demonstrate substantial successful relevant experience of undertaking assessment of need and providing services to a range of client groups including people with complex needs. 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A,I</p>
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<p>Skills and abilities (please specify all essential criteria):</p> <ul style="list-style-type: none"> • Good customer care skills demonstrating ability to work within the Council's Customer Care Procedures. • Good interpersonal skills, demonstrating the ability to work with colleagues and other external agencies. • Ability to plan own work, work under pressure and use of effective methods deadlines. • Good communication skills (verbal & written). • Ability to collate information and produce relevant case notes, initial contact overviews and other relevant reports. • Ability to use IT processes to meet required data input. • Ability to work in partnership with carers, families, & relevant stakeholders. 	<p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I, T</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
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<p>List desirable criteria:</p>	
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