



SWINDON
BOROUGH COUNCIL

Job Title: Adult Social Care Assistant CHC Assessor	Role Profile Number:
Grade: N6	Date Prepared: Nov 2018 Updated Jan 2021
Directorate/Group: Adult Social Care	Reporting to: Care Manager 2 /Experienced Practitioner
Structure Chart attached:	

Job Purpose

- As an Assistant CHC Assessor within a multi-disciplinary team to provide assessment and planning expertise in working with vulnerable adults and, as applicable, their carers .
- To work within and demonstrate compliance with appropriate legislative frameworks.
- Working within an integrated approach to service delivery with other social care and health professionals, other agencies and the full range of community resources. Ensuring the organisation fulfils its duties within the statutory and local performance frameworks, in line with national and local policies.
- To provide social care expertise, knowledge, skill and advice to enable a safe, effective and high quality service that meets existing and new policies, practices and procedures.
- Ensuring that the principles of Care Act (2014), Mental Health Acts (1983; 2007) and Mental Capacity Act (2005) underpin practice.
- Manage an Adult Services caseload made up of mostly high complex cases to ensure that resources are utilised effectively to safeguard and promote the welfare of Service Users and Carers and undertake the full care co-ordination management process.
- To reflect a person-centred value base in working with Service Users and Carers, promoting their participation and inclusion within the service delivery and wider context of the local community.

Key Accountabilities

1. To work within and demonstrate compliance with appropriate legislative frameworks, e.g. Human Rights Acts 2000, Mental Health Acts 1983 and 2007, Mental Capacity Act 2005, Care Act 2014 and

various Carers Legislation including Personalisation.

2. Assess the needs of Service Users and Carers within a person-centred approach and Care Programme Approach Framework to clearly identify and fully understand the nature and level of their individual needs and risks.
3. To facilitate timely hospital discharge for service users where applicable
4. Develop Support Plans/Care Plans with Service Users and Carers to ensure their assessed needs are met, through an integrated approach with health colleagues, other agencies and community resources, in a manner which promotes and maintains the Service Users and Carers independence.
5. Review individual Support Plans and Care Plans, to ensure the assessed needs of Service Users and Carers are being met; to monitor the quality of service delivery; and confirm that outcomes and objectives are being met and whether the level of service provision or direct payment is in line with the requirements of eligibility criteria and represent value for money.
6. Enable Service Users, Carers and others involved to contribute within care co-ordination processes in order to ensure their views are fully included and their full participation is effectively facilitated.
7. Manage own caseload of individual Service Users to complete Continuing Health Care Checklists and participate in Multi-Disciplinary Team meetings for Continuing Health Care Decision Support Tool completion.
8. Apply eligibility criteria appropriately and seek to optimise resources available. Work within the national performance frameworks as translated locally, in order to deliver services within the defined performance standards enabling core Performance Indicators for annual ratings to be met.
9. Provide coordinated information so that funding decisions can be applied accurately, consistently and in a timely manner.
10. Maintain a good knowledge of local community resources in order to inform decision making and to provide information regarding service quality and gaps in provision to colleagues within planning and commissioning, to support effective service delivery and commissioning and responsive service developments.
11. Receive appropriate 121 from your manager and supervision from a registered practitioner for continued professional development in order to ensure a high quality service.
12. Work positively within integrated (health and social care) team and with colleagues and other professionals across teams and other organisations to ensure effective service delivery.
13. Actively participate in professional forums, team meetings and any other relevant meetings or working groups as required.
14. To provide expertise regarding the Mental Health Act and Mental Capacity Act ensuring that the principles are adhered to on a case by case basis.
15. Participate in appraisals for all reports in line with current policy.

Supplementary Accountabilities

1. Maintain links with Children's services, particularly regarding transitions and parents with children who have disabilities and within the criteria of See the Adult, See the Child.
2. To act as "Appropriate Adult" and attend Police and Criminal Evidence Act Interviews (PACE).

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Thorough working knowledge of the application of the underpinning legislation.
- Thorough working knowledge and range of experience in procedures relating to the care of the service users.
- Thorough knowledge and practice experience of adult protection practice and procedures (safeguarding vulnerable adults). A working knowledge of child protection practice and procedures.
- Excellent knowledge of health and social care theories and methods in the context of Mental Health Services, and of the needs of service users and carers, and the ability to apply these to own work, and develop the practice in all team members.
- Thorough knowledge and good level practical experience of assessment and care co-ordination.
- Thorough awareness and understanding of working within national and local performance management frameworks.
- IT literate with experience in using client databases.
- Robust awareness and understanding of applying Care Act (2014) eligibility criteria and using resources effectively.
- A range of experience and thorough understanding of anti-discriminatory practice.
- Full Driver's Licence with car or equivalent mobility.

Qualifications

- None specified.

Job Specific Competencies

- Promote social change, problem solving in human relationship and the empowerment and liberation of people to enhance well-being. Utilising theories of human behaviour and social systems, intervening at the points where people interact with their environments. Applying principles of human rights and social justice.

Decision Making

- Management of own time and prioritisation of own workload tasks within the support of the supervision framework.
- Identifying the eligibility of Service Users and Carers for services delivered within Adult Social Care Fair Access to Care Services to ensure that the council's resources are managed effectively.
- Working on own initiative and with colleagues from across health and social care professions, making decisions regarding appropriate support to meet the needs of Service Users and Carers.
- Demonstrate and deploy well developed communication skills, to influence co-operation and collaboration from colleagues in other agencies, in making best use of resources to meet the needs of users and carers.
- The role requires the ability to problem solve, and make decisions in situations, which are often

complex, unstable, and/or at times of crisis. This requires the careful balancing of risk, and at the same time recognising the importance of not taking control over a person’s life, applying the principles of personalisation

- Able to make effective decisions regarding the safeguarding of vulnerable adults, in a safe and timely way by adhering to the policy and guidance.
- Identify and notify situation where children are thought to be at risk.

Creativity and Innovation

- Creative engagement in a person centred manner to enable problem solving and Support Planning/Care Planning to promote the independence of service users and Carers and maximise the outcomes achieved from appropriate resources..
- Awareness of the general context of legislation, guidance and social policy and committed to identifying more appropriate outcomes with Users and Carers.
- Report writing, communicating / interacting effectively and responsively with Service Users and Carers in a manner appropriate to their communication needs.
- Flexibility of approach to other groups/organisations.

<p>Job Scope Role supervised by a professional in a regulated profession</p> <p>Typical tasks supervised/allocated to others None</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility</p>	<p>No</p> <p>.</p>
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Contacts and Relationships

- Develop and sustain excellent working relationships with Service Users, Carers, families, others directly involved with the Service User and members of the general public.
- Develop and sustain excellent communication and working relationships with colleagues across health and social care, both within and across departmental teams; and with other agencies and organisations.
- Actively engage with Senior Practitioners and Managers, to develop consistency in practice across the service, in order to optimise effective outcomes for Service Users and Carers.
- Actively engage with team colleagues in order to, ensure appropriate service delivery for Service Users and Carers (including highlighting performance standards and evaluating individual

performance); and develop and maintain a positive working environment.

- Communication skills through the full range of channels e.g. via telephone, face-to-face meetings, electronic media. Good report writing skills and the ability to communicate clearly in writing.
- Engage with people in a way that reflects awareness and understanding of anti-discriminatory practice values.
- Select appropriate communication format and style reflecting awareness and understanding of equalities and in individual's communication needs.
- Maintaining a clear professional identity and acting as a role model for other staff.

Emotional Demands of the job

- The need to manage your own emotions in order to be effective in supporting others.
- Responding sensitively and providing positive support to Service Users and Carers who are dealing with people in crisis by virtue of their mental needs, dealing with longer term health conditions or ill health where deterioration in physical / mental functioning may be one of gradual decline including end of life.
- Managing own time and stress whilst working within a busy and demanding environment and the ability to work flexibly responding to service demands.
- Working within a social model including Social Work values with individuals who may be in distress or strife engaging in effective professional relationships, recognising the inherent power relationship in these transactions.
- Dealing with situations and interactions of conflict, for example explaining to people that they do not meet the eligibility criteria, or where resources are limited.
- Responding to Service Users, their Carers and others who can be angry, confused and distressed.
- Lone working and autonomous practice.
- Responding supportively and providing emotional support to colleagues / team members who are dealing with the above situations; and ensuring the appropriate risk assessments and de-briefing are undertaken.
- Throughout your role being a positive ambassador for Swindon Borough Council, and the organisation within which you are seconded in representing and promoting the work undertaken within the borough and service area.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do

- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

- To be based in an operational location anywhere across the Swindon Borough Council, including AWP premises but to work across teams as necessary to provide equity of service.
- Lone working with potentially aggressive service users in physically challenging environments e.g. very dirty houses, pets.
- Travelling within the service delivery area and potentially occasional longer distance travel e.g. to visit service users living out of county or to attend conferences or training events.
- Potential exposure to body fluids for example, some service users are incontinent.
- Potential exposure to body fluids with risks including Hepatitis A or B, HIV.
- Use of computers / VDU equipment.
- Potential for general stress from working in a busy and demanding environment.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	