Appendix 1

Bolton Council

JOB DESCRIPTION



Department Job Title Grade ADULT AND COMMUNITY SERVICES COMMUNITY ASSESSMENT OFFICER

GRADE 7

Primary Purpose of

the Job

To assist the Team Leader to do everything possible to ensure the Department fulfils its primary purpose both effectively and efficiently

Responsible to Team Leader

Responsible for The provision of an effective and efficient social work service within

Adult Social Care

Principal Responsibilities The provision of an Advice and Assessment and Care Planning Service

to service users and their carers, including Community Care

Assessments and Reviews.

MAIN DUTIES

1	To develop, main	tain and impro	we relationshing	with service us	ers and carers

- 2. To contribute to planning, monitoring and reviewing the delivery of services for individuals
- 3. To carry out screening and referral assessments where appropriate
- 4. To participate in inter-disciplinary team working to support individuals
- 5. To provide information to support decision-making
- 6. To contribute to promoting the effectiveness of the Team
- 7. To manage and continuously develop your own practice
- 8. To support, record and facilitate meetings
- 9. To organise and maintain the effective and efficient use of information technology systems and software
- 10. To promote effective communication for and with individuals, their carers and families
- 11. To contribute to care planning and review
- 12. To support individuals to represent their own needs and wishes at decision-making forum
- 13. To support individuals to retain, regain and develop the skills to manage their lives and environment
- 14. To contribute to the identification of the risk of danger to individuals

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15.

MAIN DUTIES

To develop practices which are person centred and will promote choice, well-being and protection of individuals

ORGANISATIONAL COMPETENCIES	COMPETENCY
Valuing Diversity To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and	BM1
participating in the achievement of the departmental valuing diversity action plan.	
Caring for Customers To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.	BM2
Developing Yourself and Supporting Others	BM3
To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.	
Health and Safety	BM4
To operate safely within the workplace with regard to Health and Safety legislation.	
Confidentiality	BM5
An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Corporate and Departmental policies on Confidentiality, and the management and sharing of information.	
Limits of Authority	BM6
Within the framework of Council and Departmental policies and instructions, and subject to the overriding authority of his/her line manager, the officer holding this post is authorised to undertake all duties appertaining to the areas of work outlined above, and in line with the General Social Care Council's Code of Practice/Conduct.	
Energy Efficiency	BM7
To promote energy efficiency throughout the service area and within own area of activity	

Date Job Description Prepared/Updated Job Description Prepared By

December 2009 S Unsworth/D Royle

Date Evaluated

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Bolton Council PERSON SPECIFICATION



Department ADULT AND COMMUNITY SERVICES
Job Title COMMUNITY ASSESSMENT OFFICER

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

	IMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	
SKI	LLS AND COMPETENCY		
1.	To have the ability to develop, maintain and improve relationships with service users and carers.	Interview	
2.	To demonstrate the ability to plan, monitor and review the delivery of services for individuals	Application	
3.	To be able to carry out screening and referral assessments	Application/Interview	
4.	To be able to participate in inter-disciplinary team working in order to support and assess individual's needs and plan, implement and evaluate individual care packages	Application/Interview	
5.	To demonstrate the ability to obtain, record, store and analyse information to support decision-making, complete reports and advise and inform others	Application/Interview	
6.	To have the ability to develop and support the team to contribute to and participate in team activities, and work within the team to promote its effectiveness	Application/Interview	
7.	To be able to manage, evaluate and develop your own practice and adapt your practice to meet changes in your area of work	Application/Interview	
8.	To be able to prepare, facilitate, record and make contributions to meetings and follow up decisions made	Interview	
9.	To demonstrate the ability to organise, support and maintain the use of information technology systems and software	Application	
10.	To demonstrate the ability to identify ways to communicate effectively on difficult, and sensitive issues and support individuals to communicate	Interview	
11.	To demonstrate the ability to contribute to assessing the needs and preferences of individuals and support the development, implementation and review of care plans	Application/Interview	
12.	To be able to support individuals to identify and access information to enable them to represent their own needs and wishes	Interview	
13.	To be able to support individuals to plan, prepare and present their needs and wishes and enable them to review their experiences and outcomes	Interview	
14.	To have the ability to support individuals to identify, retain, regain, develop and evaluate the skills needed to manage their lives and environment Page 4 of 6	Interview	

15.	To be able to contribute to recognising, and take action to deal with, risks of harm and abuse and contribute to reviewing the effectiveness of action taken	Interview
16.	To have the ability to develop and maintain effective relationships to promote the individual's choice about their care	Interview
17.	To be able to promote the individual's rights to expect and receive respect for their diversity, difference and preferences and promote the protection of all individuals	Interview

MINI	MUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
	CORE ORGANISATIONAL COMPETENCIES Valuing Diversity	Interview
	Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and helps to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	
	Caring for Customers	Interview
	Listen and respond to customer need, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	
	Developing Self and Others	Interview
	Ability to question, and request training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others.	
	Health and Safety	Interview
	The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk.	
	Confidentiality	Interview
	To acknowledge the need to maintain confidentiality at all times and to become aware of the National, Corporate and Departmental policies on Confidentiality, and the management and sharing of information.	

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
	Knowledge/Experience/Qualifications/ATEatribg etc	

Knowledge of Services To Adults With Disabilities and Older People	Application
Demonstrate an awareness of Social Care Values and Anti- Oppressive Practice	Interview
Knowledge and skills in the protection of vulnerable adults and risk management	Application/Interview

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
	Work Related Circumstances	
	This post has been designated an essential car user post. Applicants should have a full current driving licence and access to transport.	Interview
	A policy of no smoking will apply.	Interview
	The nature and demands of the postholder's time are not always predictable and there will be an expectation that work will be required outside normal hours from time to time	Interview

STAGE TWO

Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS		METHOD OF ASSESSMENT
	Skills and Competency	
	An awareness of the Carefirst System	Application/Interview
	Knowledge/Experience/Qualifications/Training, etc	
	NVQ Level 3 or equivalent qualification in care or administration	Application/Interview
	Specific work experience in relevant service area	Application/ Interview

Note to Applicants: Please try to show in your application form, how best you meet these requirements

Date Person Specification Prepared/Updated December 2009

Person Specification Prepared By S Unsworth/D Royle

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STAFF