

Appendix 1

Bolton Council

JOB DESCRIPTION



Department	ADULT AND COMMUNITY SERVICES
Job Title	COMMUNITY ASSESSMENT OFFICER
Grade	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, maintain and improve relationships with service users 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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MAIN DUTIES

	To develop practices which are person centred and will promote choice, well-being and protection of individuals
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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 participating in the achievement of the departmental valuing diversity action plan.	BM1
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 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.	BM3
Health and Safety To operate safely within the workplace with regard to Health and Safety legislation.	BM4
Confidentiality 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.	BM5
Limits of Authority 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.	BM6
Energy Efficiency To promote energy efficiency throughout the service area and within own area of activity	BM7

Date Job Description Prepared/Updated
Job Description Prepared By

December 2009
S Unsworth/D Royle

Date Evaluated

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STAFF

PERSON SPECIFICATION**Department**
Job Title**ADULT AND COMMUNITY SERVICES**
COMMUNITY ASSESSMENT OFFICER**STAGE ONE** Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
SKILLS 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	Interview

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
<p>Work Related Circumstances</p> <p>This post has been designated an essential car user post. Applicants should have a full current driving licence and access to transport.</p> <p>A policy of no smoking will apply.</p> <p>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</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p>

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

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