

Community Assessment & Support Officer

Grade 6-7

Job purpose

You will be working with people in the community who have particular social care needs or a carer. As part of the Self-Directed Support Pathway, referrals will be received from differing sources; your role will be to support customers through an assessment process (Person Led Assessment) to identify their needs. This will involve seeking and encouraging the contribution of customers, their carers, and relatives as well as others involved in their care e.g., colleagues from Health. Using laid down procedures, you will determine if customers meet the eligibility criteria under the Care Act criteria.

You will undertake a risk assessment as part of the person led assessment process to ensure that the identified needs are met, and you will work with customers to ensure that customer's risks are minimised and promote positive risk taking.

You will liaise closely with Care Navigators who will work with customers to identify the support needed to meet their outcomes. When this is in place, you will review the Support Plan with the individual to ensure outcomes are being met. The needs of customers can change in a short period and in such cases, reviews need to be conducted to ensure that services (both residential and in the community) can still achieve the set outcomes. During the review/reassessment if needs are not met then the care needs may need to be adjusted accordingly. There may also be the need in some cases to provide ongoing care management support for a specified period or work with a customer to facilitate engagement especially where cognitive impairment may be an issue. You will work with customers to guarantee that their independence is maintained; looking at the longevity of support plans and providing robust contingency plans to ensure they preserve control and choice.

This role will incorporate carrying out duties within the care management social work field and adhering to the codes of conduct as stipulated in section 62 of the Care Standards Act 2000.

The safeguarding of vulnerable people is an integral part of your role. You may be required to do joint work with an appropriate professional. In all cases safeguarding issues must be discussed with the identified social work professional for guidance and support to identify the appropriate protective measures needed.

You will work to our service standards and provide a professional, friendly, and courteous service. You will need to keep accurate good quality electronic records of the work you do as well as work within our systems to schedule and prioritise your workload.

You will be expected to carry out your duties in line with the Council's policies, procedures, and relevant legislation. You will be made aware of these in your appointment letter, statement of, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and

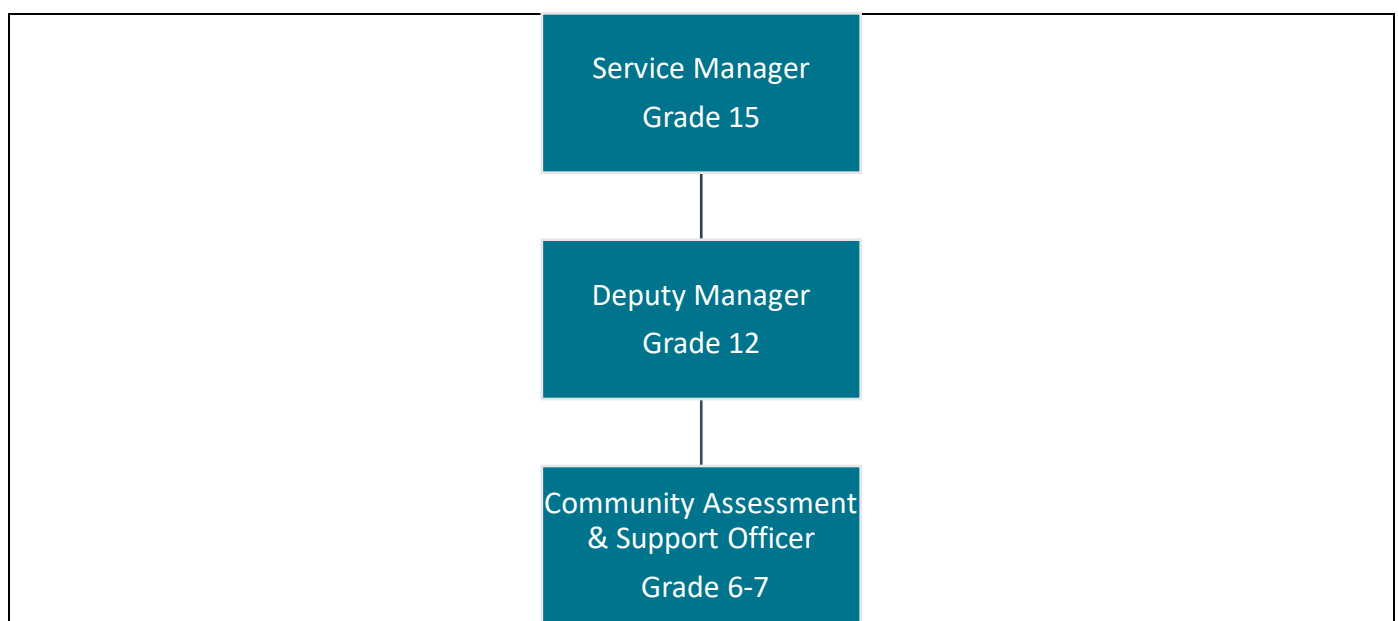
protecting them from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young

This role is based within [Adults and Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- That adults:
 1. Have improved health and emotional wellbeing.
 2. Have improved quality of life.
 3. Can make a positive contribution.
 4. Have increased choice and control.
 5. Have freedom from discrimination.
 6. Have economic wellbeing.
 7. Maintain personal dignity and respect.
- By working in the community to have a positive impact on people's independence, health, and well-being.
- A more preventative and enabling approach to service delivery is promoted.
- Service users are encouraged and supported to complete their Person Led Assessment to identify their needs.
- Budgets are determined and allocated to deliver the outcomes.
- Support Plans are reviewed in a timely manner in line with procedures to identify if they remain appropriate and meet the identified outcomes.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of working in a caring environment in a paid or unpaid capacity with a relevant service group.	Essential
Ability to demonstrate literacy, numeracy and computer skills to complete assessments and correspondence, complete financial statements and keep accurate records.	Essential
IT skills to be able to maintain accurate electronic records.	Essential
An understanding of the differing physical and emotional needs pertaining to the specific user group.	Essential
Ability to identify needs of individuals and formulate support plans.	Essential
Ability to prioritise and meet deadlines.	Essential
Understanding of other agencies and their contribution to service delivery.	Essential
Willingness to continue further personal training and development and to agree a personal development plan.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Social Care - Adults	Grading ID	62240 / 62250
Job ID	80100350	Last Updated	August 2021
Job Focus	No	Career Progression	Yes

Contractual Variants

DBS Category	Adult	DBS Type	Enhanced + Barred
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		