

Community Assessment Support Officer – Grade 7

About Kirklees

With a growing population of around 440,000 people, Kirklees is one of the largest metropolitan districts in England. We have a vibrant mix of urban towns and rural villages; whilst this brings its own challenges to the delivery of care, we see diversity as our strength. In Kirklees, we're known for our diverse population, and we recognise the variations in health and wellbeing across different groups of people. However, it's people in all their differences that bring unique value to our vision for Kirklees. Kirklees is a great place to live, invest and raise families. Nonetheless, as a district, we are facing growing demand and new challenges to how we support people to stay independent and improve their wellbeing.

We want people who have care and support needs, as well as unpaid carers, to enjoy the best quality of life possible, based on choices that are important to them. We recognise that many things impact this; people's health and sense of safety, opportunities for education and learning, employment and housing, social contact including relationships, leisure activities and access to green space.

Adult Social Care

We want every person in Kirklees who needs social care to be able to live the life that matters to them; with the people they value, in the places and communities they call home, and with an equal voice in co-ordinating their care. To support this Vision; Kirklees Adult Social Care Teams are based within the 4 localities across Kirklees and have dedicated hubs and specialist hubs who support adults aged 18 years and over to live as independently as possible for as long as possible.

Our Adult Social Care Teams comprise of Team and Deputy Managers, Senior Practitioners, Social Workers, Senior Community Assessment Support Officers and Community Assessment Support Officers who are responsible for undertaking strength-based assessments with a person who has Care Act eligible social care needs.

Our services play a crucial role in supporting people to remain healthy and independent, whether that be through the provision of information and advice, access to prevention services, or more intensive support for those with long-term or complex needs. This means that our working relationships with partners, people who have care and support needs, and unpaid carers, will be based firmly on co-production. Adult Social Care works closely with colleagues across the full range of health and care services, to ensure it delivers the best outcomes for people.

Safeguarding is everyone's responsibility and all staff who, during the course of their employment have direct or indirect contact with children and families and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

Safeguarding adults is however far more than a set of guidance or procedures; it is all we do in all our work, in our practice, and our communities to prevent abuse and promote the wellbeing of adults with care and support needs.

All roles within Adult Social Care are respected and all types of experiences are valued. We strive for a highly skilled, developing workforce and you will be expected and be supported and encouraged to expand your knowledge and your career through high quality training plans, reflective supervision and annual appraisal.

In this rewarding role you will be working with and making a significant difference to some of the most vulnerable people and their families within Kirklees

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

Job purpose

You will be responsible for undertaking Care Act assessments using a strength-based approach. Also Mental Capacity Act assessments and support planning with people and their carers by holding conversations based on what matters most to them and recognising that people are experts in their lives

You will be responsible for undertaking Care Act reviews with strong a focus on wellbeing, independence, outcomes and ensuring value for money by using creative thinking and your knowledge of the local community

You will be responsible for making sure a person's wishes, feelings and beliefs are central to decision making to support people to manage their own needs, risks and uncertainties to meet their short and long-term goals, delaying the need for long term care and support

You will be responsible for initiating and coordinating a range of personalised outcomes that support people and their carers to live as independently as possible, for as long as possible.

You will strive to be involved in people's lives in the least intrusive way and always act in their best interests

You will be responsible for the identification of potential reablement and enablement opportunities and provide access to those services as required.

You will be responsible for recognising when a person has health and social care needs and you will work in partnership with the person and our health colleagues to undertake a Decision Support Tool Assessment and S.117 Matrix.

You will be curious and creative in ways that will maximise a person's strengths in line with the Adult Social Care Vision.

You will provide information, advice and support to people and their carers, utilising and installing assistive technology to promote a person's strengths and increase their independence

You will be responsible for liaising and negotiating with local providers and support networks to deliver better opportunities, support and outcomes for people.

You will be able to identify when someone who lacks mental capacity requires a Deprivation of Liberty Safeguard (DoLS) in residential placements or in the community (DOLiC).

You will work within the Joint Multi Agency Safeguarding Adults Policy and Procedures to ensure we safeguard people in line with the Making Safeguarding Personal principle.

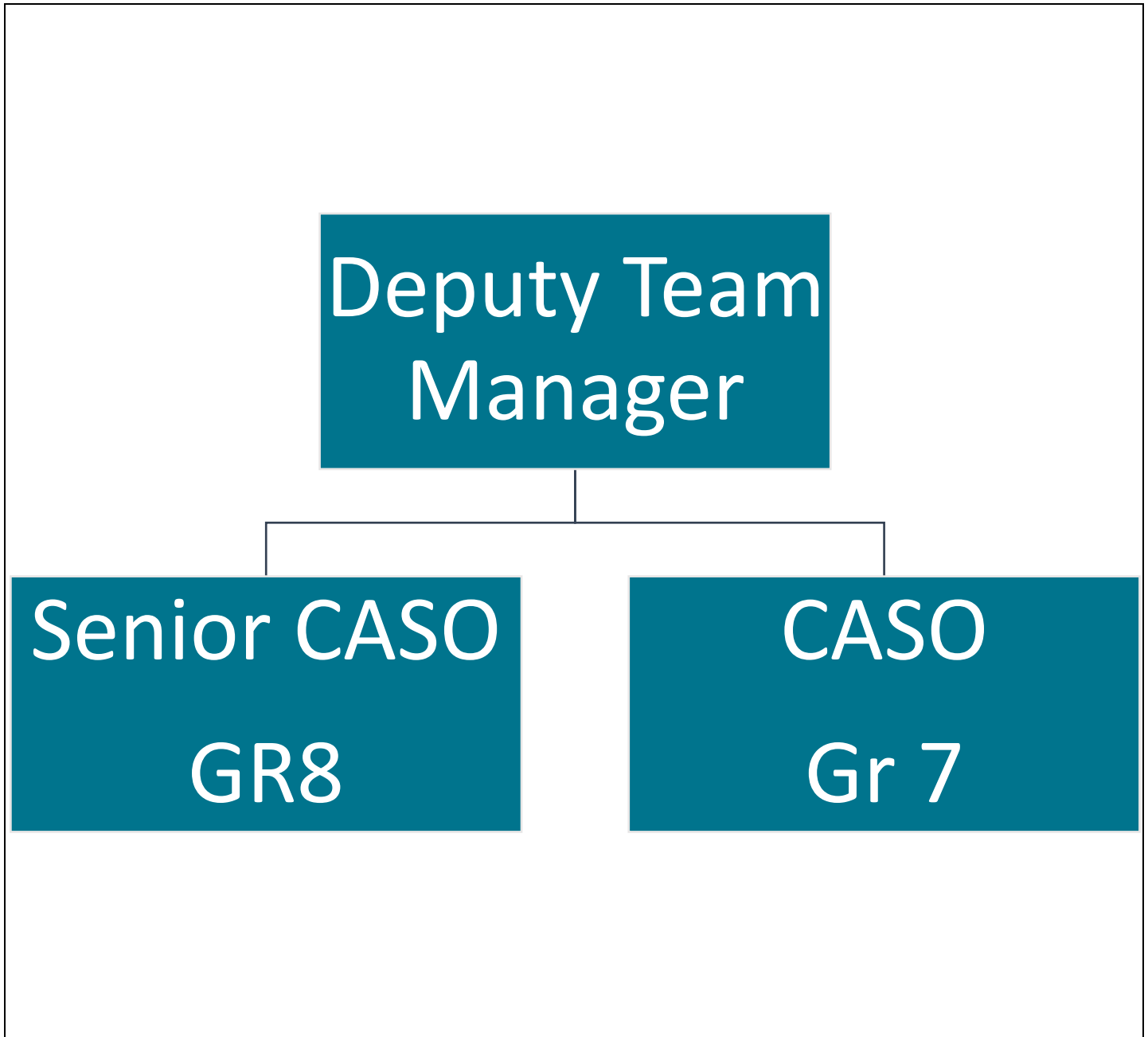
You will be able to critically reflect on your practice and have a desire to keep learning

You will be confident in challenging circumstances and environments that marginalise, exclude or oppress

You will be able to deal with unplanned and urgent situations when they arise and work flexibility to support individuals as the service requires.

You will communicate respectfully with and about people and work in line with GDPR

Position of job in organisational structure



Employee Specification

| Knowledge, qualifications, skills, and experience | Shortlisting criteria |
|---|-----------------------|
| Experience of working in a social care environment including offering Information, advice, and guidance to people. | Essential |
| Have an awareness of relevant legislation pertaining to Adult Social Care | Essential |
| Understanding of the differing requirements of people with a wide range of communication and other complex needs. | Essential |
| Ability to work within statutory requirements and Council policies. | Essential |
| A standard of literacy and numeracy to be able to complete financial assessments, keep up to date records, write assessment/support plans and reports, correspondence and collate information. | Essential |
| Experience and confidence in using information technology in a range of applications in a work environment | Essential |
| Awareness of a range of equality issues and their impact on service delivery. | Essential |
| Ability to work as a member of a team, in a multi-disciplinary setting and build strong professional relationships. | Essential |
| Ability to manage and prioritise own workload and meet deadlines. | Essential |
| Willingness to continue further personal training and development and to agree a Personal Development Plan. | Essential |
| Travel to various locations in order to carry out the duties of the job. | 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 |
| Experience of working within an Adult Social Care Assessment Team undertaking Care Act reviews. | Desirable |

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| Ability to effectively communicate a range of complex information in a clear and concise manner. | Desirable |
| Experience of assessing Social Care eligibility, formulating and implementing support plans. | Desirable |

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 2. 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:

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| Job Category | | Grading ID | 21290 |
| Job ID | | | |
| Job Focus | | | |

Contractual Variants

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|---------------|--|------------------------|--------|
| DBS Category | | DBS Type | Adults |
| Health Check | | Politically Restricted | No |
| 24/7 working | | Public Holidays | No |
| Night Working | | Alternating Pattern | No |

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|---------------|--|----------|--------|
| DBS Category | | DBS Type | Adults |
| Standby | | Other | No |
| Checked by HR | | | |