

Community Assessment & Support Officer Grade 7

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.

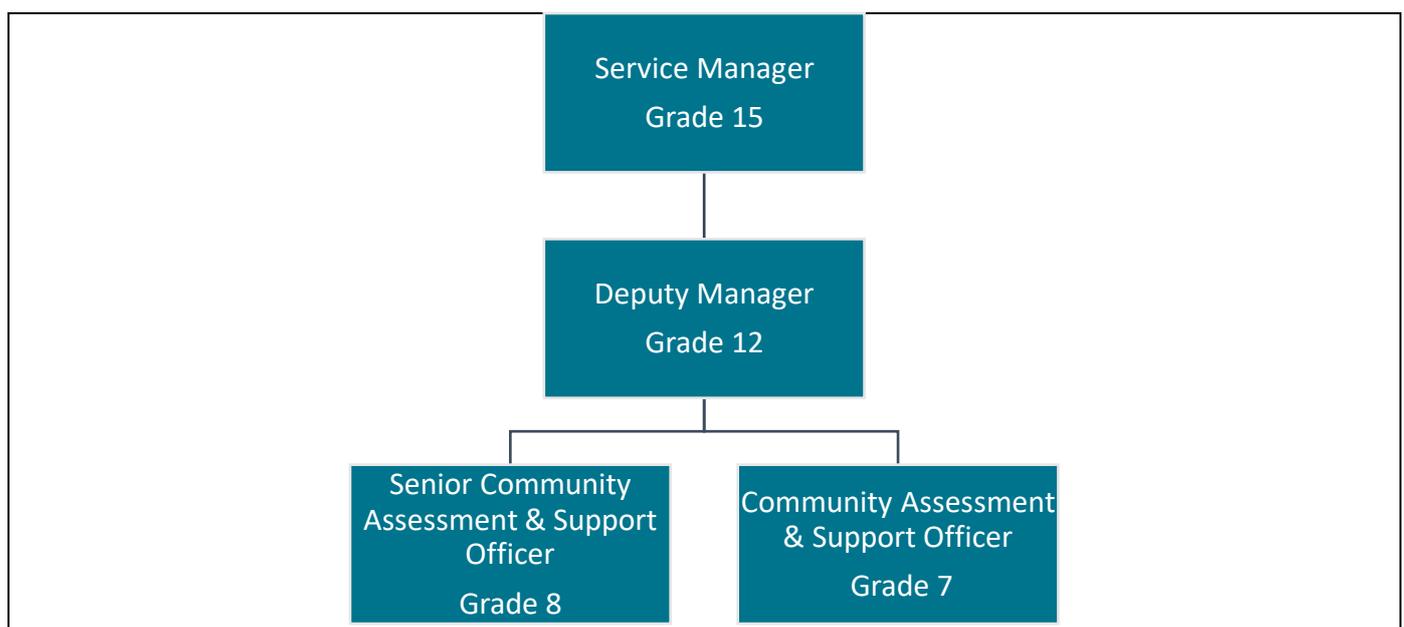
You will communicate respectfully with and about people and work in line with General Data Protection Regulations (GDPR).

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 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
Experience of working within an Adult Social Care Assessment Team undertaking Care Act reviews.	Desirable
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
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	62250
Job ID	80100350	Last Updated	September 2022
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	Yes
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		