

Kirklees Council

DIRECTORATE: ADULTS AND HEALTH

SERVICE AREA: ADULT SOCIAL CARE OPERATIONS

JOB TITLE: COMMUNITY CARE OFFICER

GRADE: 6 – 7

PURPOSE OF JOB

The jobholder is a member of a team and accountable to a Team Manager. The jobholder undertakes assessment of individuals and their carers' needs, arranging services to meet these needs and reassessing needs as appropriate. The jobholder will be responsible for the day-to-day management of those cases for which they are the named worker.

KEY AREAS

1. Users and Carers.
2. Staff Team.
3. Administration.
4. Miscellaneous.

DUTIES AND RESPONSIBILITIES

1. **Users and Carers**
 - 1.1 To provide information to individuals and their carers about all services for which they may be eligible.
 - 1.2 To undertake and co-ordinate the assessment of individuals and their carers' needs.
 - 1.3 To formulate and implement care plans in consultation with the individual and their carers, which will meet their assessed needs, within the priorities and eligibility criteria of the Council and which will maintain their personal dignity and independence.
 - 1.4 To identify wherever reasonably practicable health and safety issues that may place individuals or groups at risk, ensuring these are recorded and brought to the attention of staff responsible for the delivery of services.
 - 1.5 To keep the Team Manager informed of progress in each case and to highlight areas of difficulty.

**J
O
B

D
E
S
C
R
I
P
T
I
O
N**

Kirklees Council

J O B D E S C R I P T I O N

- 1.6 To ensure that individuals being assessed and their carers are actively involved and consulted.
- 1.7 Through the usual line management process to obtain the advice and agreement of the Team Manager on assessment, care plans, reassessments, transfer and proposals to end involvement of the user.
- 1.8 To ensure through liaison with internal and external agencies and other sections within Social Care & Wellbeing, that a co-ordinated service is provided.
- 1.9 To apply the Kirklees Access to Records Policy in all dealings with users and carers.
- 1.10 To act as key worker in named cases.
- 1.11 To liaise and supply information to family carers and professionals within the Council's policy on confidentiality.
- 1.12 To ensure that a detailed personal financial statement for the individual is completed, providing assistance if required, in order that services provided are accurately charged for.
- 1.13 To provide assistance, if required, in the completion of benefit claim forms.
2. **Staff Team**
 - 2.1 To take part in the duty system and to undertake duty work under the direction of the Team Manager.
 - 2.2 To participate in staff meetings and support positive communication between team members.
 - 2.3 To assist students on placement as requested by the Practice Teacher and/or Team Manager, for example by providing shadowing opportunities.
 - 2.4 To support and participate in the induction of all new staff to the team.
3. **Administration**
 - 3.1 To prepare clear, concise and logical reports where appropriate, and to ensure accurate and up-to-date records are kept.
 - 3.2 To undertake the administration necessary to ensure the provision of a prompt and efficient service to the user.
 - 3.3 Assist in the collection and processing of management information and monitoring on service deficits, in order to contribute to the development of appropriate services.

Kirklees Council

J O B D E S C R I P T I O N

4. **Miscellaneous**

- 4.1 To work with the Team Manager to identify a performance development profile and a personal training plan.
- 4.2 To participate in supervision sessions with the Team Manager as agreed in the supervision contract.
- 4.3 To attend training courses and take part in development programmes as required.
- 4.4 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the jobholder's supervisor from time to time, in consultation with the jobholder.
- 4.5 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 particulars, induction, ongoing performance management and development and through Council communications.
- 4.6 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. Please click [here](#) to read our safeguarding policy.

Alternatively go to: <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

RESPONSIBLE TO: TEAM MANAGER

RESPONSIBLE FOR: N/A

Kirklees Council

Person Checklist

Council Behaviours

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

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organisation.

This role is at level 1. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

Experience of working in a caring environment in a paid or unpaid capacity with a relevant service group.
Ability to demonstrate literacy and numeracy skills to write assessments and correspondence, complete financial statements and keep accurate records.
Awareness of, and commitment to, implementing Health and Safety requirements at work.
An understanding of the differing physical and emotional needs pertaining to the specific user group.
Ability to identify needs of individuals and formulate care plans.
Ability to prioritise and meet deadlines.
Understanding of other agencies and their contribution to service delivery.
Willingness to continue further personal training and development and to agree a personal development plan.

J
O
B

D
E
S
C
R
I
P
T
I
O
N

Kirklees Council

Possession of a full and valid driving licence (exceptions can be made for disabled applicants). *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.*

Willingness to undertake an enhanced Disclosure and Barring Service check. **Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.**

JD Reference No	GEN002
JD Amended/Prepared By	EC
JD Amended On	23 April 2015 / 06/17
Refers to Estab(s)	

J
O
B

D
E
S
C
R
I
P
T
I
O
N