

Job Description

Role Structure	Role Details
Directorate:	Community Wellbeing
Grade:	HC07
Location:	Herefordshire
Responsible to:	Social Workers, Senior Practitioner and Deputy and Local Managers

Job Role: Senior Social Care Assessor

Service: Adult Social Care

Main purpose of the role

- To work with adults with complex or high levels of needs and their informal carers, who for reasons associated with physical disability, learning disability, physical and/or mental health require care and support services.
- To provide a person centred, outcome focused assessment, in line with the strengths based approach and then plan and set up appropriate personalised and outcome-led packages of support to maximize long-term independence, wellbeing and choice.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> • To work within the framework of the Care Act 2014, and other relevant legislation to provide individual and carers assessments or facilitate self-assessments using the appropriate tools and techniques. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> • Conduct appropriate risk assessments in line with Care Act requirements, ensuring where needed the support of a social worker and/or other lead professional to assist this process is sought. 	<ul style="list-style-type: none"> • Daily/Weekly
<ul style="list-style-type: none"> • Promote the safeguarding and welfare of people who come into contact with the service, in full compliance with Herefordshire Council procedures. 	<ul style="list-style-type: none"> • Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Plan and prioritise workload to ensure assessments, support plans and reviews of service users with complex/high needs are completed in compliance with service targets and standards. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Liaise with and maintain effective working relationships with other local services, specialist teams, the Integrated Care Board, Hospital Trusts and the 3rd sector relevant to the needs of the service users. Represent the service at external multi agency meetings; prepare papers, present statements and reports and share information and advice that enables multidisciplinary teams to identify appropriate pathways for individuals. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Identify, with support, complex or high-risk cases for referral onto the appropriate team or individual (responsibility for work allocation lies with team management). Where appropriate seek support on aspects of a case requiring professional or specialist input from one of the workers such as a Social worker, Occupational Therapist or Telecare Coordinator. 	<ul style="list-style-type: none"> Weekly/Monthly
<ul style="list-style-type: none"> Undertake Mental Capacity Assessments and where required provide support to Social Workers regarding Best Interest Decisions. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Undertake Continuing Health Care assessments and present at quality assurance panels. Advise your designated line manager of any issues, concerns or disputes, and be accountable for decisions around Continuing Health Care recommendations. 	<ul style="list-style-type: none"> Weekly/Monthly
<ul style="list-style-type: none"> Undertake sec 117 assessments and care planning. Advise your designated line manager of any issues, concerns or disputes, and be accountable for decisions around sec 117 joint funding recommendation. 	<ul style="list-style-type: none"> Weekly/Monthly
<ul style="list-style-type: none"> To ensure any appropriate legal/financial arrangements are correctly in place for the provision of services to service users and carers in liaison with appropriate teams and panels. 	<ul style="list-style-type: none"> Daily/Weekly
<ul style="list-style-type: none"> Undertake planning and implementation of respite/interim, supported living and shared lives placements and permanent placements in nursing/residential homes. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Take responsibility for the administrative tasks and maintain up to date, accurate and timely records of communication, decisions, actions and outcomes relating to cases in line with the processes, standards and systems of the Council. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Participation and involvement in local and central team meetings, supervision, training, conferences and other forums. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To participate in the duty rota system if required to meet urgent service needs. 	<ul style="list-style-type: none"> Weekly



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> • Have an awareness of the budgetary framework and context of the role to ensure the service delivers value for money and cost effective solutions and options within defined budgetary constraints. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> • Support, promote and calculate personalised budgets and understand the principle of direct payments and self-funding to ensure that service users are supported in exercising choice based on assessed risk and expected outcomes. Support service users in navigating through the appropriate procedures. 	<ul style="list-style-type: none"> • Daily/Weekly
<ul style="list-style-type: none"> • Work flexibly and respond positively to changing business and service user needs and carry out any other duties or development work within the scope of the nature and grade of the post, as directed by the line manager. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> • Advise your line manager on a regular basis of project or casework plans and developments and to seek authorisation in line with delegated authority. 	<ul style="list-style-type: none"> • Weekly/Monthly
<ul style="list-style-type: none"> • To represent the Community Wellbeing Directorate and Herefordshire Council in their day-to-day activities and comply with all relevant policy and procedure affecting their role. To work in a way that is consistent with the Council's policies including – Equal Opportunities, anti-discrimination and anti-oppressive practice policies, GDPR and confidentiality. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> • To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. 	<ul style="list-style-type: none"> • Daily



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> NVQ3 qualification or above in related field, or equivalent qualification/experience. GCSE or Equivalent in English and Maths. 	Essential	A, I
<ul style="list-style-type: none"> Demonstrable evidence of professional development and development of knowledge and skills. 	Essential	A, I
<ul style="list-style-type: none"> Training in systems and procedures within a social care environment. 	Desirable	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Experience of working in a care environment and across a range of formal or informal agencies. 	Essential	A, I
<ul style="list-style-type: none"> Experience of undertaking person centred, asset based, outcome focused, assessment, care management and review. 	Essential	A, I
<ul style="list-style-type: none"> Experience of hospital discharge, CHC assessment, multidisciplinary assessment and working. 	Essential	A, I
<ul style="list-style-type: none"> Experience of working with complex cases and vulnerable adults involving conflict and risk. 	Essential	A, I
<ul style="list-style-type: none"> Demonstrable experience of supporting people to identify outcomes that they would like to achieve and supporting them to develop a strengths based plan of how they will work towards achieving them. 	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Experience of assessing and support planning with people who are in receipt of or have expressed a wish to be in receipt of a direct payment. 	Desirable	A, I
<ul style="list-style-type: none"> Experience of collection, collation and analysis of data from multiple sources. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> To work as part of a Multi-agency service and deliver integrated outcomes effectively. 	Essential	A, I
<ul style="list-style-type: none"> To evidence a high level of interpersonal skills. 	Essential	A, I
<ul style="list-style-type: none"> A high competency in IT skills allowing for the recording and progression of work. Use of MS Office/Excel. 	Essential	A, I
<ul style="list-style-type: none"> Ability to develop and maintain good working relationships with service users, their families, carers and advocates, colleagues and external organisations. 	Essential	A, I
<ul style="list-style-type: none"> Ability to conduct robust and sound assessments, risk assessments, support plans and reviews and facilitate self-assessments. 	Essential	A, I
<ul style="list-style-type: none"> Ability to make sound decisions based on information gathered to meet defined outcomes and possess the judgement to seek advice where required. 	Essential	A, I
<ul style="list-style-type: none"> To promote and safeguard the welfare of vulnerable adults within the community. 	Essential	A, I
<ul style="list-style-type: none"> Problem solving skills with a creative, flexible and sensitive approach. 	Essential	A, I
<ul style="list-style-type: none"> Ability to undertake specific development work and supervised projects. 	Desirable	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Ability to work flexibly and embrace mobile working to meet the needs of the service. 	Essential	A, I
<ul style="list-style-type: none"> Awareness and understanding of current legislation and guidance and their impact on social care provision. 	Essential	A, I
<ul style="list-style-type: none"> An awareness and understanding of social work values and theories. 	Desirable	A, I
<ul style="list-style-type: none"> Good communication and written skills. 	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.



Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

