



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT: Adult Social Care
LOCATION: Eastbourne
JOB TITLE: Resource Officer (Assessor)
GRADE: East Sussex Single Status 10
RESPONSIBLE TO: Senior Practitioner

MAIN PURPOSE OF THE ROLE:

To undertake Social Care Assessments in line with all current and relevant legislation. Work will be with both individuals and families as directed by the Practice Manager.

Key Tasks

1. Undertake assessments of care and support need under the Care Act 2014 and in accordance with the Departments eligibility criteria.
2. Plan of appropriate interventions to safeguard vulnerable adults including providing accommodation and seeking legal orders where appropriate.
3. Work in partnership with other statutory, independent and voluntary organisations to ensure the service is responsive to service users' needs and to provide comprehensive packages of care.
4. Monitor and review clients according to Departmental requirements.
5. Provide appropriate information for the client data system and maintain written and computerised records concerning service users' needs and service delivery in accordance with departmental standards.
6. Prepare and produce written reports, as necessary.
7. Participate on duty rotas as required.
8. Participate as a member of the Team in planning, developing and monitoring local services.
9. Provide information and statistics for Departmental purposes.

10. Attend and participate in meetings, working groups etc as requested by the manager.
11. Show a commitment to training activities to further personal development and to keep abreast of the changing demands of the role.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Resource Officer (Assessor)

Location: Countywide

Grade: East Sussex Single Status 10

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively (e.g. liaising with colleagues, Manager, service users and carers, members of the public and other agencies). • Ability to work as part of a team and to use initiative. • Ability to maintain clear, professional boundaries. • Ability to carry out assessments, prioritise and organise work effectively. • Proficient in the use of I.T. • Able to demonstrate an appropriate level of understanding and sensitivity. • To be able to work successfully within a changing environment. • Ability to use evidence to make decisions. • Ability to work jointly and constructively with colleagues and other health care professionals. 	<ul style="list-style-type: none"> • Ability to analyse complex information. • Understanding of electronic client records. 	Application Interview

	<ul style="list-style-type: none"> To understand and to have the ability to undertake assessment and review activity applying good practice in relation to service users and carers. Ability to converse at ease with customer and provide advice in accurate spoken English 		
Education & Qualifications	<ul style="list-style-type: none"> Level 4 Adult Care qualification or willingness to complete Lead Practitioner in Social Care (Level 4) apprenticeship which will be funded by the Council* 	•	Application Certificates
Knowledge	<ul style="list-style-type: none"> Relevant legislation, e.g. Care Act 2014, Working knowledge of assessment and Care Management Process. 		Application Interview
Experience	<ul style="list-style-type: none"> Of working with people needing services from the Department. Significant, demonstrable experience of working within a social care or related field. 		Application Interview
Personal Attributes	<ul style="list-style-type: none"> Team Worker. A clear commitment to equal opportunities and anti-discriminatory practice. 		Application Interview
Other	<ul style="list-style-type: none"> Ability to demonstrate how the travelling requirements of the job will be achieved. 		
<p>Reviewed for Project Pathway Nov 2011 ; OMT JE7600</p>			

* For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](#) on our website



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<input checked="" type="checkbox"/>
Working with children/vulnerable adults	<input checked="" type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input checked="" type="checkbox"/>
Lone Working	<input checked="" type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input checked="" type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input checked="" type="checkbox"/>