# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Resource Officer (Assessor)

# DEPARTMENT: Adult Social Care and health

# LOCATION: Countywide

# GRADE: [Single Status 10](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Senior Practitioner

# Purpose of the Role:

Responsible for undertaking 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.

# Responsibilities at this level may include:

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.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * 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.
* 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
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# Desirable key skills and abilities.

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| These criteria will be assessed at the application and interview stage  |
| * Ability to analyse complex information.
* Understanding of electronic client records
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Level 4 Adult Care qualification or willingness to complete Lead Practitioner in Social Care (Level 4) apprenticeship which will be funded by the Council\*list.

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](https://www.eastsussex.gov.uk/jobs/apprenticeships/) on our website  |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Relevant legislation, e.g. Care Act 2014.
* Working knowledge of assessment and Care Management Process.
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Of working with people needing services from the Department.
* Significant, demonstrable experience of working within a social care or related field.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Team Worker.
* A clear commitment to equal opportunities and anti-discriminatory practice.
* Ability to demonstrate how the travelling requirements of the job will be achieved.
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**Date (drawn up): November 2011**

**Reference of Officer(s) drawing up person specifications:**

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 are 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.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes/No |
| Moving & handling operations | Yes/No |
| Occupational Driving | Yes/No |
| Lone Working | Yes/No |
| Working at height | Yes/No |
| Shift / night work | Yes/No |
| Working with hazardous substances | Yes/No |
| Using power tools | Yes/No |
| Exposure to noise and /or vibration | Yes/No |
| Food handling | Yes/No |
| Exposure to blood /body fluids | Yes/No |