

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

Job Title:	Carers Assessment Worker
Reports to:	Operations Manager
Department:	Health & Adult Social Care
Section:	Assessment Service
Date written:	24/08/2017

Purpose of the Job

To assess the needs of unpaid carers of adults using a whole-family approach and to work in partnership with key agencies in order to:

- Maintain the independence, physical health and emotional wellbeing of carers and their families
- Empower and support carers to manage their caring roles and have a life outside of caring
- Ensure carers receive the right support, at the right time, in the right place
- Respect the carers decision about how much care they will provide and respect the carers decision about not providing care at all

Principal Accountabilities

1. Carry out Care Act compliant assessments and reviews which are proportionate to the needs of the carer and person (s) they care for and develop plans to meet the needs and outcomes identified
2. Provide information, advice and support which focuses on the needs of the whole family using a range of interventions and asset-based approaches such as coaching and advocacy, to promote the wellbeing of adults with care and support needs, and their carers
3. In relation to the safeguarding of adults in need of care and support and their carers, follow instructions and refer accordingly to work within local policies and procedures and in accordance with the Care Act, Mental Capacity Act and other relevant legislation
4. In relation to the protection and/or welfare of children, including young carers, follow instructions and refer accordingly to work within local policies and procedures with Children, Families & Learning social work colleagues
5. Maintain a good working knowledge of local and national services and sources of support, including welfare benefits in order to effectively

signpost/refer adults with care and support needs and their carers to appropriate support services

6. Responsible use of resources to enable eligible support needs to be met through a personal budget, in accordance with the Scheme of Delegation and the Care Act 2014.
7. Work in collaboration with all stakeholders to ensure assessments are fully informed and that appropriate information is communicated with relevant parties and organisations.
8. To participate in awareness raising activities to help raise the profile of carers and support services available locally e.g. Carers Week, Carers Rights Day

In respect of the work of the team or area, there would also be a need for:

1. Contributing to the quality assurance agenda and being individually responsive to maintaining standards of care delivery, within the organisation and with external partners.
2. Actively engage in continuous professional development appropriate to the role
3. Maintaining comprehensive and accurate records of work undertaken, to ensure compliance with organisational guidelines and professional standards.
4. To work alone and under own initiative, actively manage own caseload, incoming referrals and reviews, knowing when to seek support
5. To actively engage in supervision for regular support and to ensure accountability, improved outcomes and the opportunity for critical reflection.
6. In line with established governance arrangements, to use individual and service performance data as a means of maintaining quality and delivering service improvement.

General Accountabilities

To co-operate in the implementation of the Council's Health & Safety policy

In particular: as set out in section 4.7 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health & Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Knowledge of the Care Act 2014, other legislation and statutory guidance, policies & procedures relevant to the social care of adults and their carers• Knowledge of local and national services, procedures and policies regarding access to benefits, funding, telecare, housing, health & social care services and community and voluntary sector services
Experience	<ul style="list-style-type: none">• Experience of working directly with people with care and support needs and/or unpaid carers (including lived experience of caring)• Experience of liaising and working with other agencies and professionals• Experience of working under pressure and managing competing demands
Skills and Abilities	<ul style="list-style-type: none">• Ability to work effectively alongside adults in need of care and support, and their carers• Ability to communicate clearly, both verbally, and in writing• Ability to use training and supervision constructively• Ability to work within professional boundaries• Assessment skills and the ability to assess and manage risks, under supervision• The ability to effectively prioritise work in accordance with demand and risk• Ability to reflect on and be aware of own training and development needs, and to identify how these will be met• Skills to promote and sustain effective professional relationships with others, including people with care and support needs and their carers, other professionals and relevant agencies• Ability to work collaboratively with people with care and support needs and their carers in order to identify needs, manage risks, and to achieve identified outcomes• Ability to work within scope of practice and recognise when to seek support• Ability to work autonomously and also as part of a team and knowing when to seek support• Good IT skills for researching, communicating, inputting and recording work
Equalities	<ul style="list-style-type: none">• Commitment to equal opportunities; anti-Discriminatory & non judgmental ways of working
Other	<ul style="list-style-type: none">• Flexible approach towards work and a willingness to work

Requirements	across health & adult social care as needed to ensure provision of an effective and responsive service
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