

Job Description

Directorate:	Adult Social Care		
Service:	Short Term Support Service- West Lancashire- Delivery Team		
Location:	Skelmersdale Library, West Lancashire		
Salary range:	£27,269 - £31,067	Grade:	Grade 6
Reports to:	Mara Francis	Staff responsible for:	N/A

Job purpose and scope

To provide a strength based, outcome focussed assessment service to all adults across community and hospital settings.

Performance Indicators

1. Effective Collaboration and Service Delivery:
 - a. Successful collaborations with professionals and agencies, adherence to statutory responsibilities, and implementation of strengths-based, outcome-focused service plans.
 - b. Improvement in client independence, recovery rates, and satisfaction with personalised support plans.
2. Efficient Caseload Management and Professional Development:
 - a. Efficient prioritisation and management of caseloads, timely and accurate record-keeping, and completion of mandatory training.
 - b. Maintenance of emotional resilience, continuous improvement in practice competence, and responsiveness in urgent situations.

Accountabilities/Responsibilities

The post holder will be required to:

1. Work collaboratively with other professionals and agencies, whilst having regard for statutory social care responsibilities and duties as outlined in national legislation and guidance, and in accordance with organisational policies and procedures.
2. Contribute to service delivery that is strengths-based and outcome-focused, with an emphasis on promoting independence, enabling recovery, and safeguarding adults.
3. Undertake assessment and review of need for social care support, as appropriate, and in collaboration with a qualified professional where needed, to work in partnership with people, their carers, and other agencies to formulate personalised support plans.
4. Work collaboratively with health colleagues to ensure safe and timely discharges from hospital to the most appropriate service and setting for the individual that actively supports their choice and independence.

5. Promote the creative and flexible use of personal budgets to appropriately meet the needs of those we support and their carers.
6. Effectively prioritise and manage a caseload with support and direction from your line manager/supervisor.
7. Contribute to effective team working and to service development, and work with management to identify improvements that could be introduced to enhance the efficiency and effectiveness of the Directorate.
8. Communicate effectively with people, carers, other agencies, and professionals to support the delivery of a coordinated response to needs.
9. Undertake assessments for independent living skills and prescribe appropriate low-level equipment (following appropriate training) and work in collaboration with a qualified professional where needed, to maximise independence and reduce the need for formal service provisions
10. Keep accurate and proportionate records in relation to the contact and work undertaken, using electronic record systems (Liquid Logic) and other relevant ICT systems.
11. Undertake continuous professional development, including the completion of all mandatory e-learning and formal training as set out within the Adult Social Care Training Plan.
12. Maintain your own emotional resilience and wellbeing whilst developing practice competence and confidence.
13. Participate in a duty system which involves the need to work flexibly and respond to urgent situations where necessary with supportive oversight.
14. Undertake additional duties as deemed appropriate by the team manager. The post holder is expected to carry out their duties and responsibilities in accordance with the County Council's Policies and Procedures and the Directorate's Statement of Principles and Standards of Conduct.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- GCSE Grade 'C' or equivalent in four subjects including Maths and English or GCE 'O' level or equivalent. In exceptional circumstances experience and competence in previous employment where these skills were used will be regarded as meeting this requirement.
- Basic qualification in Social Care. D AF

Experience

- Work in an organisation providing care/health services.
- Assessment of an individual's needs for services

Essential knowledge, skills & abilities

- Ability to contribute effectively to the overall assessment, review and support planning task.
- Knowledge of the range of support options that are available.
- Good communication skills.
- Ability to work within a team
- IT literate, experience in using manual and computer systems for record keeping.
- Numerate and able to contribute to the management of budgets and resources.
- To have knowledge of the cultures and religions of the communities of Lancashire.
- To value diversity and work across cultures
- Ability to liaise with other agencies.
- Ability to co-ordinate services.
- Skills in dealing with the public sensitively, often at times of distress

Other essential requirements

- Commitment to equality and diversity.

- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post*
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive