

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	Childrens Services
<b>Section:</b>	Early Intervention, Intensive Intervention & Safeguarding and Support
<b>Sub Section:</b>	All Sub Sections
<b>Post Title:</b>	Assessor Care Manager
<b>Vision Post Number:</b>	Various
<b>Grade:</b>	GRADE 10
<b>Responsible to:</b>	Team Manager
<b>Posts Reporting to this Post:</b>	None
<b>Team:</b>	Early Intervention teams, Intensive Interventions teams & Safeguarding and Support teams
<b>DBS Required Level:</b>	Enhanced
<b>Location:</b>	Various
<b>Date of Description:</b>	July 2019

### **KEY OBJECTIVES**

1. To provide an assessment, support planning and review service in accordance with agreed case allocation principles and guidance in order to ensure that:
  - To safeguard and promote the wellbeing of vulnerable children and young people through the provision of high quality practice in assessment, care planning and review and ensure it is person centred and focus on specific outcomes to achieve maximum independence.
  - To provide information advice and signposting to help children and families plan for their future needs, use services effectively, take responsibility for their own health and well-being.
  - To undertake actions in relation to safeguarding as agreed within agreed statutory safeguarding policies.

- To participate in effective partnership in effective partnership working and engagement and to work collaboratively with a range of organisations, statutory and voluntary in delivering a service to children and young people.
- To assist in the provision of effective services to support children and young people to continue to live at home or return to family members

2. To work within organisational policy and legislative requirements

- To work in partnership with young people, their career and significant other in undertaking assessments in accordance with statutory guidance, legislation and departmental procedures
- To maintain the highest professional standards in the discharge of this post and to uphold the Social Care Wales Code of Professional Practice and promote others within this area of responsibility.

### **SPECIFIC RESPONSIBILITY**

To undertake allocated assessments, person centred support planning and reviews in accordance with agreed case allocation principles and guidance; commissioning support where required.

To take on new cases as required by your line manager in accordance with agreed case allocation principles and guidance and to be prepared to take increasingly more complex cases as skills and experience develop.

To undertake actions in relation to safeguarding children and young people at risk, as required within agreed Statutory Childrens Safeguarding policies.

To provide information, advice and signposting to help people stay healthy, plan for their future needs, use services effectively, take responsibility for their own health and well-being.

To ensure personal outcomes are planned to maximise the impact of prevention and early intervention.

To monitor and review on-going case requirements, adapting budgets or commissioned support to ensure the personal outcomes identified are achieved.

To undertake reviews and monitoring of on-going requirements, adapting support plans to ensure delivery of assessed outcomes making the most effective use of resources.

To participate in team duty and referral taking systems as directed. To monitor and review ongoing case requirements, adapting support plans to ensure delivery of assessed outcomes making the most effective use of resources, this includes amending direct payment budgets or commissioned support to ensure the personal outcomes identified are achieved.



To participate and/or lead as required by your line manager and in accordance with agreed case allocation principles and guidance, in meetings relevant to your work.

To establish good professional working relationships with in-house and external agencies.

To participate and/or lead, as required by your line manager and in accordance with agreed case allocation principles and guidance, in meetings relevant to your work.

To attend team meetings and departmental meetings as required.

To operate within financial and budgetary guidelines.

To undertake training and development as required and part of an agreed programme of learning with your line manager

To input and maintain records on core computer systems as required and undertake training as necessary.

To ensure that children and families are aware of the complaints procedures, access to records in accordance with GDPR and advocacy services.

To provide work familiarisation and induction support to other team members as required.

To promote and ensure maximum individual and carer involvement at all times.

To establish good professional working relationships with in-house and external agencies.

To attend team meetings and departmental meetings as required.

To ensure you meet those areas required of you in the Division's quality assurance and performance management framework.

To be allocated cases of children and young people whose names are on the child protection register and where case accountability remains with the Team Manager.

To identify unmet need and assist in the collection of data as required.

To ensure you meet the requirements of the data governance and confidentiality policies.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.



To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE / EDUCATION</b>	<p>Knowledge of legislation underpinning Childrens Social Care Services.</p> <p>Understanding of the role of a Childrens services Social Care Division.</p> <p>A firm commitment to continuous professional development, such as achieving a qualification recommended by the Social Care Wales Qualification Framework.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>NVQ 4 in Care or QCF 5.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	<p>Demonstrable experience of work within a care setting, preferably community based</p> <p>or</p> <p>Experience of having undertaken direct work with one of the service user groups served by the Childrens Services Social Care Services</p>	
<b>COMPETENCIES</b>	<b>Community and Social Care Competency Framework</b>	
<b>Working with Partners</b>	<p><b>Recognises the value and expertise of others within the wider environment.</b></p> <p>Actively identifies partners and community networks that can be used for the benefit of the service user.</p>	

Working with Team Members	<p>Contributes to a strong team spirit of shared responsibility and co-operation.</p> <p>Builds lasting, positive &amp; supportive relationships based on trust.</p>
Communicating Effectively	<p>Communicates clearly and concisely.</p> <p>Produces clear, accurate and up-to-date reports and records.</p>
<b>Looking After the Service Users' Best Interests</b>	<p><b>Listens to the views of the service user, and includes those involved with the Service Users, to define the best ways forward.</b></p> <p>Explores and identifies the range of risks within the situation to Service Users, others and self.</p>
Earning Service Users' Trust	<p>Is honest and open with Service Users.</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues.</p>
Working with Change	<p>Is willing to try new ways of working and is flexible to them.</p> <p>Makes changes and ideas a reality and helps to make them work.</p>
<b>Achieving Results</b>	<p>Is able to work effectively when under pressure.</p> <p><b>Demonstrates professional competence and consistently delivers high-quality outcomes.</b></p>
Encouraging Professional Development	<p>Continually actively reviews their own development, identifying opportunities to progress.</p> <p>Keeps professional development (CPD) up-to-date.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Requirement to travel independently throughout the Service Area.</p> <p>Enhanced Disclosure and Barring checks on appointment and at periodic intervals.</p>