

Role Profile

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| Job Title: | Assessment and Enablement Officer- Hybrid |
| Location: | Colindale/Hybrid |
| Department: | Mental Health |
| Directorate: | Community, Adults and Health |
| Grade: | H |
| Salary Range: | £39,276 - £42,771 |
| Reports to: | Team Manager or Senior/Lead Practitioner MHS |

1. Job Purpose:

- To provide a high standard of social work to adults and/or carers arising out of the Council's duties and powers under the Care Act 2014 and in accordance with Barnet policies and procedures, guidelines, and the Code of Practice for social care workers.
- To provide appropriate, professional assessments with adults and carers with a focus on meeting the social care outcomes.
- To safeguard adults and carers at risk of harm and promote Making Safeguarding Personal principles and their well-being.
- To undertake and review individualised and outcomes-led care and support. Ensure that the well-being principles are at the heart of assessment, care, and support planning.
- To support people to maintain their health, well-being, and independence by providing access to good quality information and advice and signposting to local preventative services, with a focus on building their resilience and strengths to stay well and achieve the outcomes that are important to them.
- To promote a culture of continuous development and professional development including enhancing the quality of practice and staff wellbeing.

2. Key accountabilities:

- To conduct or support individual assessments or facilitate and promote self-assessments using the appropriate tools and techniques to establish clear, relevant, proportionate, cost-effective and appropriate options for the individual.
- Based on individual structured assessments and in line with an enablement and strengths-based approach, plan and set up appropriate personalised and outcome-led care and support plans that maximise long-term independence and choice and minimise ongoing support and

whole life cost of care for that person.

- Conduct risk assessments with adults and carers, in line with eligibility criteria and Mental Capacity legislation.
- To conduct Mental Capacity Act assessments in line with statutory guidance and ensure adults are provided with the opportunity to demonstrate capacity wherever possible.
- To manage an allocated caseload in compliance with statutory requirements, Council policy, professional best practice and with regard to individual choice.
- Liaise with, establish, and maintain effective working relationships with other local services, specialist teams, ICB and Hospital Trusts and the voluntary and community sector relevant to the needs of the adult to deliver a holistic and seamless service.
- Value and encourage the contribution of adults and their advocates, relatives, carers, and support workers where appropriate, to ensure that they are engaged in the assessment, support and review process.
- Maintain a thorough understanding of available local provisions and make appropriate recommendations and action referrals to other specialist teams and providers.
- To promote the use of direct payments where appropriate, understand the role of financial assessments, and provide information and advice and guidance so that people can be supported in exercising choice based on assessed risk and expected outcomes. Support them in navigating through the appropriate procedures.
- Work with the Brokerage team to procure care and support including equipment and adaptations.
- Actively identify where care technology can be beneficial and make relevant onward referrals.
- Chair and participate in reviews and meetings attended by people who use services as well as by colleagues and representatives of other agencies, e.g., ICB and Hospital Trusts, community and voluntary sector, and police.
- Monitor and carry out timely, regular, and frequent reviews of people's care and support plans.
- Represent the service at external meetings; prepare papers, draft and present statements and reports as required.
- Take responsibility for the administrative processes associated with dealing with cases in accordance with service procedures, standards, and targets.
- Maintain up-to-date, accurate and timely records of communication, decisions, actions, and outcomes relating to cases in line with the processes, standards, and systems of the Council.
- Take responsibility for promoting and safeguarding the welfare of people who come into contact with the service, in full compliance with Barnet procedures and that the principles are embedded in all practices, advice, decisions and support associated with this role. To ensure that the Safeguarding policy and procedures are understood and adhered to, undertaking enquiries in line with training and guidance, as required.

- To act as lead in a relevant specialist area relating to the service user group where appropriate.
- Ensure compliance with policies and procedures of Communities, Adults and Health and those of any partner agencies, are followed, and that the service is always delivered in accordance with professional standards, policy and practice and the relevant statutory and regulatory frameworks.
- Assist with monitoring and evaluating the effectiveness of the service and contribute to the development of service improvements through participation and involvement in local and central team meetings, supervision, training, conferences, and other forums.
- Work flexibly and respond positively to changing business and adult needs and carry out any other duties within the scope of the nature and grade of the post, as directed by the line manager.
- Understand the budgetary framework and context of the role to ensure that the service delivers value for money and cost-effective solutions and options within defined budgetary constraints.
- Advise the team manager on a regular basis of casework plans and developments and seek authorisation in line with divisional delegated powers.
- To support other members of the team as required.
- Provide professional support to staff within and across teams and participate in delivering training/development sessions in areas of expertise.
- To be responsible for Continual Professional Development (CPD) to remain professional registration. To keep up to date with key legislative changes and good practice guidance and developments.

3. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment, including lone working devices, where issued and instructed to do so.
- Report any Accidents/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

4. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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| Criteria | Essential/Desirable | Assessed by: |
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| Professional Membership/Qualification | | |
| NVQ3 qualification in a related field or equivalent qualification/experience. | Desirable | Application/Interview |
| Clear understanding of social and health care within the community. | Essential | Application/Interview |
| Ability to assess and record eligible and non-eligible needs by drawing on evidence-based practice to inform your response. | Essential | Application/Interview |
| Ability to apply an individualised, outcome-based approach to service delivery. | Desirable | Application/Interview |
| Experience & Knowledge | | |
| <ul style="list-style-type: none"> Understanding of Social Care legislation, guidance and practice relevant to service users and carers. | Essential | Application/Interview |
| <ul style="list-style-type: none"> Commitment and ability to apply the model of supporting choice and independence for service users and carers within the community. | Essential | Application/Interview |
| <ul style="list-style-type: none"> Ability to conduct robust and sound assessments, risk assessments, support plans and reviews and facilitate self-assessments where appropriate. | Essential | Application/Interview |
| <ul style="list-style-type: none"> To understand how care technology and minor equipment can support adults to remain independent and prevent the need for services. | Essential | Application/Interview |
| <ul style="list-style-type: none"> Understanding and experience in operating with a comprehensive assessment framework including self-assessment. | Essential | Application/Interview |

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| <ul style="list-style-type: none"> • Experience in preparing clear and accurate correspondence, reports and other written documentation. • Understanding and experience in working with vulnerable adults. • Record of high performance in successfully delivering a customer-focused service to demanding targets and objectives. • Experience in actively and effectively participating in cross-functional networks and local groups. | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | |
| <ul style="list-style-type: none"> • Support, understand and ability to apply the enablement approach as a means of promoting independence. • Communicating and influencing: • Evidence of ability to communicate complex issues to individuals, carers and other stakeholders, in an effective and clear style. • Proven ability to develop and maintain effective working relationships with stakeholders and use these relationships to improve the effectiveness of the service. • Excellent written and verbal communication skills. Ability to communicate accurately and appropriately with members of the public, colleagues, partner agencies and senior management. • Proven ability to ensure a high standard of customer care is embedded within day-to-day working practice. | <p>Desirable</p> <p>Desirable</p> | <p>Application/Interview</p> <p>Application/Interview</p> |
| Knowledge, Competencies and Special aptitudes relevant to job | | |
| <ul style="list-style-type: none"> • Sound understanding of the social care needs of vulnerable adults within the context of the job. • Ability and knowledge to represent the Council at external meetings in a professional and competent manner. • Highly self-motivated with the ability to work effectively on own initiative to challenging deadlines and work demands. • Ability to make sound decisions based on information gathered to meet agreed outcomes | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> |

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| <p>and possess the judgement to seek advice where required.</p> <ul style="list-style-type: none"> • Ability to establish and maintain strong working relationships with adults, their families, carers and advocates, colleagues, external organisations. • Ability to work effectively and collaboratively as part of a wider, multidisciplinary team to deliver to common objectives. • Understanding of the national and local influences on the organisation and their implications on the service area. • Excellent written and verbal communication skills, with the ability to communicate complex issues clearly, effectively, accurately and appropriately to members of the public, colleagues and senior management. • Safeguarding • Identifies and takes appropriate safeguarding action when required. • Supports Lead officers in safeguarding processes and when experienced assesses and manages risk, knowing how to intervene proportionately and ensuring people are protected from harm while protecting their human rights. • Effectively assesses and manages risk. • Supports safeguarding investigations under the direction of a manager, social worker, and occupational therapist. | Essential | Application/Interview |
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| Values & Behaviours | | |
| Caring | | |
| Integrity- I work with candidates and colleagues in a way that builds trust. | Essential | Application/Interview |

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| Empathy- I say, “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok | Essential | Application/Interview |
| Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt | Essential | Application/Interview |
| Learning to Improve | | |
| Insight- I regularly rely on evidence and professional standards to support my work and decision making. | Essential | Application/Interview |
| Agile-I am fully empowered to act within the scope of my role | Essential | Application/Interview |
| Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can | Essential | Application/Interview |
| Inclusive | | |
| Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding | Essential | Application/Interview |
| Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others | Essential | Application/Interview |
| Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do. | Essential | Application/Interview |
| Collaborative | | |
| One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others | Essential | Application/Interview |
| Accountable- I accept responsibility for my own actions and decisions and demonstrate commitment to ensuring these align with what is best for Barnet | Essential | Application/Interview |
| Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards | Essential | Application/Interview |