

## County Council

### Job Description: *KES Enablement Assessment Officer*

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| <b>Directorate:</b>    | <b>Enablement and Support Services</b> |
| <b>Unit/Section:</b>   | <b>Kent Enablement Services (KES)</b>  |
| <b>Grade:</b>          | <b>KR7</b>                             |
| <b>Responsible to:</b> | <b>Senior Enablement Worker</b>        |

#### **Purpose of the Job:**

Provide a short-term service through working directly and flexibly with people with complex enablement needs who may be diagnosed with mental health, a learning disability or Autism.

#### **Main duties and responsibilities:**

- Provide support to people with complex needs to work towards achieving the goals and aspirations that they have set for themselves in their enablement plan. With the focus of the support to avoid people going into higher levels of care and support.
- Complete Care Needs Assessments and support plans as required when eligibility has been confirmed for individuals accessing KES services.
- To work within a person-centered approach to empower people in relation to identified assets and needs through interventions which enable daily living activities, health promotion, benefit maximization and welfare rights and encourage involvement in social activities, education, and employment. Positively promotes independent living within the community and enable people to become socially inclusive.
- As required through assessment establish people's day to day living and communication skills and develop an enablement plan to meet their needs identifying and providing a range of interventions.

Review current needs and desired outcomes which will inform the appropriate level of support required. Where adaptations such as equipment, or domiciliary support are identified these should be documented and recommendations made to the Occupational Therapist for actioning.

- Work with adult social care and health teams, including Strategic Partners, Public Health, Clinical Commissioning Groups, other primary care organisations, local organisations, and the wider community to achieve an integrated response to maximize people's independence.
- The EAO will work flexibly to ensure that people engage effectively with an agreed enablement plan and access appropriate services, on a regular and consistent basis. This will may include, joint working/visits, 2-3 visits per week (dependent on need). Support will be reviewed every 4 weeks to determine if the person continues to require EAO support or if they can be closed, moved to KES EW, or OT if identified as a need.

- Monitor record and contribute to the evaluation and review of people's progress against the agreed enablement plan, encouraging and supporting people to be actively involved in this process. Notify the professionals coordinating people's care of any changes and matters of concern together with copies of contact notes and case records so that appropriate action can be taken.
- Promote equality for all people, respecting confidentiality of information, recognizing people's right and choice and respecting their personal beliefs and identify and challenge discriminatory views in the community, in order to foster equality, diversity and rights.
- Attend and participate in training sessions, team meetings, appraisal/personal development meetings, and supervision and assist in the training and providing of advice to colleagues as directed.
- Promote health, safety, and security in undertaking work activities and in the work environment by undertaking ongoing environmental risk assessments in people's homes to ensure personal safety and safety for other workers and the people you support. Raise any safeguarding concerns with the professionals involved with the person or the safeguarding coordinator in a timely manner.
- Actively engage in learning lessons from complaints and compliments received by the service.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *KES Enablement Assessment Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | <b>CRITERIA</b>  |
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| <b>QUALIFICATIONS</b>       | <p>Assessment Eligibility Criteria Care and Support Planning and Review training</p> <p>Trusted Assessor</p> <p>NVQ III or Diploma III in Health and Social Care or willingness to work towards</p> <p>Competent in literacy and numeracy</p> <p>A commitment to undertake continuing personal development.</p> <p>GCSE (or equivalent) A-C in mathematics and English.</p> <p>Level 3 diploma qualification or equivalent, and /or relevant basic professional qualification or appropriate experience</p>  |
| <b>EXPERIENCE</b>           | <p>Experience in public, private, or voluntary sectors supporting people with Autism in the community.</p> <p>Working in a multi-agency environment/partnership</p> <p>Experience of undertaking care needs assessments.</p> <p>Experience of or willingness to work with individuals who have mental health, learning disability or autism needs.</p> <p>Liaising with other agencies both internal to KCC and external.</p> <p>Recording information accurately</p>  |
| <b>SKILLS AND ABILITIES</b> | <p>Ability to communicate effectively with people, carers, colleagues, and partner agencies through written and verbal communications, utilizing current KCC recording systems.</p> <p>Ability to gather and assimilate information to complete Assessments and develop Support Plans.</p> <p>Ability to build and develop effective working relationships across a wide range of internal and external partners.</p> <p>Good observational and functional assessment skills.</p> <p>Ability to prioritize workload and work effectively under own initiative and as part of a team.</p> |

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|  | <p>IT skills and effective use of Microsoft Office programs</p> <p>Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery.</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner to ensure that the needs of the service are met, including evening and weekend working when required.</p> <p>Excellent communication and listening skills.</p>   |
| <b>KNOWLEDGE</b>                           | <p>Knowledge of Autism/physical/learning disabilities/mental health</p> <p>Awareness of Valuing People now and person-centered planning</p> <p>Understanding of Adult Social care system</p> <p>Knowledge of benefits/employment/housing systems</p> <p>Awareness of services and community resources available locally and how to access them.</p> <p>Awareness of all relevant legislation e.g., Care Act, safeguarding, mental capacity act</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>  |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> |

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|  | <b>Externally Focused</b> - Residents, families and communities at the heart of decision making |
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