

**Directorate:** Adult Social Care and Health

**Unit/Section:** Autism Service

**Grade:** KR9

**Responsible to:** Senior Practitioner

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

Act as the primary worker for clients with more complex needs during the assessment and enablement function, as assigned following referral. Manage the assessment process for clients, ensuring the identification of needs and outcomes required. Promote all options for an individual's independence and establish an appropriate programme of enablement where appropriate. Should the client require ongoing support, establish the appropriate level of ongoing resource allocation to meet their support needs through the creation of a Care and Support Plan.

Work in an integrated way with Health professionals to ensure clients receive a coordinated, clear and consistent service between Health and Social Care.

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

1. Conduct proportionate, observation based, functional and holistic assessments for clients with more complex needs. Establish the client's abilities, circumstances and support mechanisms to determine the level of resource required to optimise the individual's independence, including equipment or minor adaptations.
2. Ensure that clients are empowered and actively participate in the assessment process and ensure that they are at the centre of decision making so that opportunities for choice and control over their support arrangements are optimised. Ensure enablement is promoted to clients with a view to assisting them to regain or increase levels of independence as far as possible.
3. Identify and refer for specialist input into the assessment as needed (for example: Occupational Therapy, Health Services and the ASC Complex function)
4. Where required, carry out proportionate and holistic safeguarding enquiries and assessments, working with and supporting the adult at risk, engaging with specialist professionals as necessary. Identify needs and actions/outcomes which will inform the appropriate level of response to help the person be safeguarded (including other individuals and members of the public), optimise their independence and meet their support needs.
5. Arrange temporary and/or emergency support, where needed, so that a persons' immediate requirements are met and supported.
6. Identify a person's eligible needs and outcomes. Explore all appropriate options identify how best to meet these needs through the development of a Care and Support Plan. Refer the case through to the relevant panel, be accountable for your professional

decision making and use the panel for validation of the decision making when the client has unmet eligible needs.

7. Provide professional advice and guidance to staff in the Assessment and Enablement function and other functions within Sensory & Autism, across the Directorate and multi-agency staff on a range of issues in relation to a client's support needs to enhance the decision making process.
8. Offer positive peer challenge and professional support. Support the maintenance of good practice standards and enable continued development of professional skills that meet service requirements. Support the professional supervision for students on practice placements with the team, planning a range of work experience, supporting their development, monitoring progress and supporting the embedding of the student's learning in practice.
9. Identify and refer appropriate circumstances to the relevant specialist team to ensure that clients, their families and related individuals are fully supported as required.
10. Identify and appropriately respond to any issues arising that relate to quality of provision by providers.
11. Develop and maintain effective working relationships across the organisation to ensure the smooth transition of clients through the operating model. Ensure that both the Directorate and client requirements are met and consistently delivered, working as part of a multi-disciplinary team to ensure that all clients are on the most appropriate care pathway.
12. Develop and maintain an extensive knowledge of available resources and maintain links with partner agencies in order to offer the broadest range of options to clients in developing their support packages, and act as a Trusted Assessor for prescribing of equipment.
13. Create and maintain accurate, up to date and reliable data, information and records in line with information governance framework requirements, standards and best practice to ensure compliance with legislation.
14. Where required, order and trial specialist equipment and telecare systems for clients in line with KCC authorisation protocols.
15. Support senior managers when responding to emergency planning issues and ensuring there are business continuity arrangements in place at all times.

*Footnote: This job description is provided to assist the job holder to know what his/her 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: *Social Worker – Assessment and Enablement*

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>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Relevant degree, diploma in Social work</li><li>• Up to date registration with professional body.</li><li>• Competent to work at the Practitioner level of the Social Care Capabilities Framework for Registered Workers</li><li>• KCC Trusted Assessor (or working towards)</li><li>• Telecare Equipment Training</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of working with clients with Autism (Autism Team only)</li><li>• Post qualification experience, in Social Services, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant level of the Capabilities Framework.</li><li>• Working in a multi-agency environment/partnership</li><li>• Experience of undertaking Assessments and developing Care and Support plans.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with clients, carers, colleagues and partner agencies through written and verbal communications</li><li>• Ability to gather and assimilate information in order to complete Assessments and develop Care and Support Plans.</li><li>• Ability to build and develop effective working relationships across a wide range of internal and external partners</li><li>• Good observational and functional assessment skills.</li><li>• Ability to prioritise, forward plan and work effectively on own initiative as well as part of a team</li><li>• IT skills and effective use of Microsoft Office programs</li><li>• Able to work effectively under own initiative and as part of a team</li><li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery.</li><li>• Ability to travel across a wide geographical area in a timely and flexible manner to ensure the needs of the service are met, including evening and weekend working when required.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Understanding of the needs of people who have Autism</li><li>• An evidenced based understanding and application of key policies, legislation and statutory guidance, and eligibility criteria relating to provision of support to the client group, including the Care Act.</li><li>• Understanding of Person Centred Planning and</li></ul>

	<p>approaches</p> <ul style="list-style-type: none"> <li>• Awareness of the local resources available in the community</li> <li>• Knowledge of potential safeguarding issues and understanding of the referral process</li> <li>• Working knowledge of Direct Payments</li> <li>• Detailed understanding of the Mental Capacity Act and undertaking Mental Capacity Assessments.</li> <li>• Compliance with information governance, record retention, confidentiality issues and the General Data Protection Regulations of data protection and confidentiality issues</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> <li>• Value for money thinking</li> <li>• Innovative thinking</li> <li>• Risk managers</li> <li>• Managing expectations</li> <li>• Political awareness of unpopular decisions</li> <li>• Honesty/bravery</li> <li>• Solutions focussed</li> </ul> <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> <li>• Co-production</li> <li>• Collaborative</li> <li>• Competition</li> <li>• Working together</li> <li>• Information Sharer</li> <li>• Integrated thinkers</li> </ul> <p>Accountable</p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Seeking constant improvement</li> <li>• Quick response in relation to delivery</li> <li>• Acting as a commercial business</li> <li>• Innovator</li> <li>• Capacity builder</li> <li>• Creative</li> <li>• Resilient</li> </ul>