

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Reablement Officer	JEID	L0439
Salary Grade:	Grade G		
Team:	Warwickshire Reablement Service		
Service Area:	Social Care & Support		
Primary Location:	Countywide		
Political Restriction	This position is not politically restricted.		
Responsible to:	Reablement Team Leader		
Responsible for:	N/A		

#### Role Purpose

To work under the guidance of Reablement Officer Team Leader to promote People's independence in line with relevant legislation.

#### Role Responsibilities

1. To undertake the customers initial assessments and risk assessments to support the customers to identify their outcomes to achieve their maximum level of independence.
2. To assess, prescribe and review minor pieces of equipment under guidance from the Team Leader.
3. To create the reablement support plan and undertake reviews at appropriate times throughout the customers journey with reablement through liaison with case manager. The overall objective is to ensure the customer has gained a level of independence that is sustainable long term. To ensure the support plan reflects the customers assessed level of need, their aims and goals and desired outcomes during their time with the reablement service.
4. To review and revise the customers reablement support plan at agreed intervals throughout the customers reablement journey.
5. To undertake the trusted assessor role for telecare intervention. To ensure that telecare equipment is central to the customers reablement support plan, so that independence levels can be achieved and sustained where relevant.
6. To identify customers ongoing needs at end of reablement service.
7. To complete relevant processes and paperwork that are reflected within the reablement pathway,

such as the departments recording systems.

8. To work in partnership with colleagues within reablement and the wider Directorate, including health colleagues. To ensure that the customers reablement journey is consistent, safe and reflects desired outcomes and goals to maximise independence.

9. Contribute to the organisation's responsibility to safeguard and promote the welfare of Adults following WCC policies and procedures.

General Responsibilities:-

1. To use the Department's recording system to record assessments and activities.

2. To represent WCC in a positive and professional way at all times.

3. To work with members of the Team, under the direction of the Reablement Team Manager, undertaking other appropriate duties as required by your Line Manager or WCC.

4. To attend and participate in regular supervision and team meetings.

5. To work with customers, as allocated by the case manager, using the values and principles of Community Care, demonstrating respect, individuality, empowerment, consultation and privacy.

6. To demonstrate commitment to Warwickshire's policies on Equal Opportunities and Anti-discriminatory practice.

7. To ensure that health and safety responsibilities are carried out in accordance with the Department's Health and Safety policy and procedures.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

1. A commitment to anti-discriminatory practices in employment, training and service delivery. All members of staff must take personal responsibility for implementing the Department's Race Equality Strategy.	A I T
2. Ability to communicate fluently and effectively, in writing and verbally, with a wide range of people.	A I T
3. A knowledge and understanding of the principles and values of reablement and assessment.	A I
4. Willingness to undertake relevant training made available.	A I T
5. Experience of delivering care services to adults.	A I T
6. Interpersonal skills and the ability to engage clients, as well as encourage and assist them in contributing to their own assessment processes and maximise their independence.	A I T
7. Ability to maintain quality and accurate records, including using computerised record systems.	A I T
8. Commitment to developing a customer led service.	A I

9. Ability to travel effectively throughout the County. Use of own vehicle.	A I
10. To respect and maintain confidentiality of information.	A I R
11. Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post).	D
12. Understanding of legislative requirements ie The Care Act	A,I

## Desirable Criteria

Assessed By:

1. Experience of assessing the needs of older people and creating and establishing support plans.	A I
2. Relevant training/qualification in the social care field / GCSE in Maths and English	A I T
3. Knowledge and experience of designing, implementing and reviewing support plans of care for adults.	A I T

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting

<input checked="" type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input checked="" type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	