

# 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:	Supervisor (Reablement)	JEID	J0121
Salary Grade:	Grade G		
Team:	Reablement Service		
Service Area:	Social Care & Support		
Primary Location:	Heathcote House Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Reablement Team Manager		
Responsible for:	Reablement Assistants		

#### Role Purpose

To operationally manage Warwickshire County Councils Reablement Assistants.  
To ensure a safe and effective Reablement service is offered to the citizens of Warwickshire.  
To work in partnership with the Reablement Assessment Team and other professionals to provide an outcome focused service to customers that promotes independence and maximises daily living skills.  
To undertake, develop and manage work programmes for Reablement Assistants, with the aim of providing a consistent service to customers that is safe, high in quality and cost effective.  
To case manage the Reablement referral through their adult customer journey within Reablement. To ensure that needs and outcomes identified within the Reablement support plan are met.

#### Role Responsibilities

##### Main Responsibilities

1. To programme the allocation of work to Reablement Assistants based on staff allocated hours and budget, to maximise cost efficiencies.
2. To represent and be responsible for the home care elements of the Reablement Service.
3. To support the Reablement Team Manager in ensuring that legislative requirements, Directorate and service policy and procedure, effective use of resources are adhered to at all times.
4. To actively assist the Reablement Team Manager in seeking to continually develop service quality and standards.
5. To work closely with the Assessment Team and ensure that the needs and outcomes of the customer

are reflected to the level identified.

6. To effectively manage all allocations of new referrals to the assessment team.
7. To provide direct line management to Reablement Assistants within the team within a day to day capacity and through regular formal supervisions. To undertake observational supervisions, annual performance reviews and medication audits in line with the Directorate expectations.
8. To assist in the induction, training and development of all staff.
9. To work flexibly throughout the county and to participate in the duty roster. This includes evenings, weekends and bank holidays.
10. To work in partnership with health colleagues within the Directorate and external home care providers to ensure consistency of support for the customer.
11. Responsibility for safeguarding following Warwickshire County Councils policies and procedures.

#### Core Responsibilities

- \* To participate in personal development and training.
- \* To represent Warwickshire County Council in a positive and professional way at all times.
- \* To manage the work programmes for Reablement Assistants within the Reablement service.
- \* To work closely with the Assessment team to enhance the customers journey during their time in Reablement.
- \* To ensure that all regulatory requirements and standards are adhered to within the Reablement service.
- \* To attend meetings on behalf of the Reablement Team Manager when required, to represent the Reablement Service.
- \* To ensure that Health and Safety responsibilities are carried out in accordance with the Directorate's Health and Safety policy and procedure.
- \* To communicate in a respectful, sensitive and polite manner at all times.
- \* To maintain confidentiality and professional conduct at all times.
- \* To undertake any additional duties as required by your line manager or Warwickshire County Councils, Adult Social Care Teams.

## 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. Ability to problem solve and manage conflicting priorities within the work place.	A, I
2. Ability to think clearly and evaluate complex issues. Ability to handle a crisis.	A, I
3. Sound understanding of the operational issues within the Reablement service.	A, I
4. Sound understanding of promoting independence.	A, I
5. Ability to demonstrate effective team working skills and the ability to make positive contributions to team performance.	A, I
6. Flexible approach to working patterns. To include weekends evenings and bank	A, I

holiday duty systems.	
7. Ability to work around the county when required.	I
8. Sound computer skills that can be applied to electronic roster systems.	A, I
9. Understanding of relevant legislation and regulation including the Care Act.	I
10. Ability to make best use of resources within budget.	A, I
11. Good communication skills, both verbal and written and effective listening skills.	A, I
12. Ability to work in partnership with the Assessment teams and other professionals to ensure a quality and outcome focussed service is delivered to the customer.	A, I
13. Demonstrate the ability to maintain quality and accurate records, including using computerised record systems.	A, I
14. To ensure that Health and Safety responsibilities are carried out in accordance with the Directorates health and Safety policy and procedure.	I
15. A commitment to anti-discriminatory practice in employment and service provision. All staff must take personal responsibility for implementing the Departments Race Equality Strategy.	A
16. Responsibility for safeguarding following WCC Policy and Procedures.	A,I
17. Satisfactory completion of an enhanced Disclosure and Barring Service (DBS) check (this will be undertaken if offered the post)	A
18. Ability to understand and maintain confidentiality of information.	
19. Has or is working towards gaining NVQ Level 3 in Health & Social Care	
20. Mobility essential. Able-bodied applicants must be able to drive, have a full driving licence; use of own vehicle for work purposes and business insurance. Disabled applicants should be able to perform the job with aid, where necessary.	

### Desirable Criteria

Assessed By:

2 years experience of supervising a dispersed staff team within a social care setting.	I
Experience of working within a Reablement home care service.	A, I
Experience of managing a budget.	A, I

## 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 type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input 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 type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input 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 type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input 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 type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input 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):	