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:	Housing Assessment Officer	JEID	L0396
Salary Grade:	H		
Team:	Home Environment Assessment Response Team (HEART)		
Service Area:	Social Care and Support – Peoples Group		
Primary Location:	Warwick District Council, Building 1, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Housing Assessment Officer / HEART Manager		
Responsible for:	Assessment and Delivery of Housing Adaptations		

Role Purpose

To work under the guidance of a Senior Housing Assessment Officer and Occupational Therapists to promote people's independence in their own homes, in line with relevant legislation

Role Responsibilities

1. To carry a caseload, to undertake follow-up visits and provide support to the Occupational Therapists.

2. To participate in the duty process/system and complete telephone assessments.

3. To visit, and undertake assessments of need with HEART customers as directed by the Senior Housing Assessment Officer / Senior Occupational Therapist or HEART Manager.

4. To have knowledge of the range of services available to people with disabilities and advise them and their carers as appropriate.

5. To meet people's identified needs by sign-posting to other agencies, demonstrating alternative methods of carrying out activities of daily living and/or providing minor equipment and/or adaptations.

6. To be responsible for recording assessments, file notes and outcomes of intervention within the case management systems.

7. To participate in supervision to ensure safe and high quality practice.

8. To follow Departmental administrative procedures and operational policies and to play an active part in local duty systems, as necessary.

9. To attend training courses and demonstrations in order to build on knowledge and skills.

10. To ensure that Health and Safety responsibilities, including the moving and handling of people, are carried out in accordance with the Departments Health and Safety policy.

11. To take personal responsibility for implementing Warwickshire's policies on race, equality and diversity.

12. Any other duties that the County Council shall from time to time determine in the interest of the development of services.

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:
Demonstrates a commitment to anti-discriminatory practices in employment, training and service delivery.	A I
Demonstrates experience of involvement with a range of people with a variety of Needs.	A I
Demonstrates the ability to work as a member of a team.	A I
Demonstrates the ability to communicate effectively both verbally (in person and by telephone) and in writing	A I
Demonstrates the ability to maintain quality and accurate records, including using computerised record systems	A I
Demonstrates practical problem solving skills	A I
Demonstrates the ability to follow instructions and procedures	A I
Demonstrates good organisational skills	A I
Demonstrates a commitment to lifelong learning	A I
Demonstrates the ability to travel throughout the county and have use of own vehicle	A I
Demonstrates an understanding of the relevance of confidentiality	A I
Satisfactory completion of an enhanced check through the Criminal Records Bureau (this will be taken up if offered the post)	A I

Desirable Criteria

	Assessed By:
Experience as a carer and/or voluntary worker	A I
Holding an NVQ, or BTEC or equivalent qualification	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.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☒ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☒ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☒ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☒ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

☐ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☒ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☐ Other (please specify):	