


## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Adult Care and Community Wellbeing	<b>Job Ref Number:</b> 02535
<b>Service Area:</b> Adult Social Care Learning disabilities	<b>Grade:</b> G5 (click <a href="#">here</a> for value)
<b>Job Title:</b> <b>Maximising Independence Worker</b>	
<b>PURPOSE OF JOB:</b> To enable service users to reach their full potential by maximizing independence and the quality of life for Vulnerable Adults, Learning disabilities Adults and Autistic adults at home, work and in the community.	
<b>TEAM STRUCTURE:</b> <div style="text-align: center; margin-top: 20px;">  <pre> graph TD     A[Day Opportunities Co-Ordinator] --&gt; B[Maximising Independence Worker]     A --&gt; C[Maximising Independence worker]     A --&gt; D[Maximising Independence Worker]           </pre> </div>	
<b>MAIN DUTIES:</b>	
1	Encourage people to make choices and take control of their own lives by maximising independence through a strengths based approach. Improve the quality of life for individuals and their carers/ family by maintaining their independence.
2	Support people to develop and expand social networks and friendships with their local communities and interests.
3	Promote Personalisation and support the development of person centred planning which meets need, promotes choice, control and aspirations and creativity and innovation.
4	Carry out on-going short term assessments of individuals needs to evidence support requirements within care packages. Identify risks and ensure risk assessments are produced actioned as necessary in line with the Directorates policies and procedures.
5	Supporting people to become active members of their community through a range of day to day activities. Support people to manage their resources and finances, ensuring that those concerned are informed as soon as possible if difficulties arise.
6	Positively support people whose behaviours may challenge to improve outcomes and reduce the need for statutory services. Work with other professionals and agencies to ensure a joined up approach to ensure challenging behaviours are reduced and reaches their full potential.
7	Develop positive relationships with family and carers by actively involving them in achieving positive outcomes. Work as a named person to co-ordinate and develop support to the individual, in partnership with other professionals, families and the individual. Contribute to reviews and participate in Multi-disciplinary meetings, commissioning and meetings.

8	Work with individuals and families to promote healthy lifestyles. Support people to have access to their local GP surgeries, health checks and screening. Complete Continuing Health Care checklists as necessary to ascertain funding from relevant agencies.
9	Represent the Directorate at multi-agency meetings. Produce reports to make recommendations and inform practitioners for future planning in a timely manner. Share information with both internal and external parties in line with Directorate policies and procedures and legal requirements. Manage a case load, address and challenge poor practices when needed and prioritise, manage your own time/ calendar and diary.
10	Work with professionals to address poor practices. Meet with a manager to discuss practice issues and support to get them correct if needed. Record and log concerns and practice that are not in line with the provider's policies and codes of conduct and are a concern.
11	Adhere to Making Safeguarding Personal as per Directorate policy and procedures.
12	Use IT systems for recording and storage of data. Ensure all work is completed accurately and appropriately in compliance with the directorates requirements, data protection and information governance.
13	Act as an Ambassador for Lincolnshire County Council and present the Council positively in a professional manner.
14	Will be required to work flexibly on a weekly basis to meet the needs of the service, which may include weekends, Night time working, evenings and early mornings.
15	Actively participate in supervision, team meetings and reflective practice and Appraisals
16	Maintain confidentiality
17	Adhere to Skills for care Code of Practice

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Minimum NVQ 3 in care or equivalent	A, I	X	
Knowledge of Adult Social Care in particular Adults with Learning disabilities Autism	A, I	X	
Ability to use IT equipment and systems	A, I	X	
Be flexible, adaptable and use own initiative to meet the needs of customers and the changing demands of the service	A, I	X	
Ability to work as part of a team and lone work	I	X	
Access to car and full driving license. To facilitate and support with accessing community transport as necessary to achieve positive identified outcomes.	A, I	X	
Ability to push a person in a wheelchair, undertake personal care duties which may include moving and handling with the use of a hoist or other adaptations	A, I	X	
Manage caseloads, write reports, present reports contribute and attend Multi-disciplinary meetings work to time constraints.	A, I	X	

Tact, diplomacy and negotiating skills for dealing with challenging encounters, with individuals, services providers and families	I	X	
Understanding of the Care Act 2014 and Mental Capacity Act 2005	I		X
Enhanced DBS check is required		X	
Will be required to work flexibly on a weekly basis to meet the needs of the service, which may include weekends, Night time working, evenings and early mornings.	A, I	X	
Must have the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	A,I	X	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.