

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Adult Care and Community Wellbeing

Job Ref Number: 04116

Service Area: Cross Service

Grade: G5 (click [here](#) for value)

Job Title: Community Care Officer Level 1

PURPOSE OF JOB:

To work as directed by a supervisor (eg. Social Worker, Nurse, Occupational Therapist, Advanced Practitioner or Lead Professional) with people who may require care and support to identify needs, strengths and outcomes and provide a range of services to support people to manage their needs and maximise their independence. You will work in a strengths-based way supporting other members of the team to achieve positive outcomes for people ensuring people are as safe as possible and adult safeguarding concerns are addressed promptly.

TEAM STRUCTURE:



MAIN DUTIES:

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| 1 | To work within the policies, practices of the Adult Care and Community Wellbeing Directorate to prescribed quality practice standards and to participate in learning and development as required to ensure Continuous Professional Development. |
| 2 | Hold and manage a caseload of service users with less complex needs which will include the identification of service users' needs and the provision of information and advice. |
| 3 | Provide support to Qualified Social Workers / therapists / nurses as required in line with the service roles and responsibilities. |
| 4 | Contribute, co-operate and work in partnership with other agencies to ensure people are safe and protected and to maximize the outcomes for people. |

5	To provide a range of equipment, arrange minor adaptation work and to teach alternative techniques to overcome the effects of disability on independent living where appropriate.
6	Understand the value and usefulness of performance information and uses data to monitor people's progress and the teams overall performance.
7	Participate in multi-agency meetings. Share written / verbal information to both internal and external parties in line with Directorate policies and procedures and legal requirements.
8	To undertake assessment of needs including any non-social care requirements such as health care or housing to enable planning, design and recording care packages in agreement with people, carers and other agencies within available resources and budgetary constraints.
9	Develop care packages to include the design of individually tailored care packages for service users in consultation with identified carers/ families.
10	To work as a team member within the multi-disciplinary context and to develop professional working relationships with other agencies including Health Care Services, Housing Authorities and Voluntary and Independent Sector Services.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Good standard of general education with a minimum of 4 GCSE passes at Grade C or above or equivalent including English and Math's.	A	X	
Understanding of person centred and strengths-based practice.	A, I	X	
Ability to promote independence.	A, I	X	
Ability to assess needs and develop individually tailored care packages.	A, I		X
Ability to work with families and networks to support people to achieve their identified outcomes.	A, I	X	
Basic knowledge of legislation relevant to the provision of health and social care	A, I		X
Basic understanding of risk and the ability to develop solutions to manage identified risks.	I	X	
Ability to manage conflicting priorities under guidance.	I	X	
Understanding need for confidentiality.	I	X	
Understanding of rights of service users and carers.	A, I	X	
Good interpersonal and communication skills.	I	X	
Knowledge of the resources and responsibilities of other agencies.	A, I		X

Knowledge of financial assessment and charging processes.	A, I		X
Knowledge of welfare benefits.	A, I		X
Ability to work in partnership with other agencies and professionals effectively.	A, I	X	
Ability to record and present written information clearly.	A	X	
Effective IT skills.	A, I	X	
Ability to travel independently and efficiently throughout Lincolnshire to undertake home visits, hospital visits, community-based appointments and meetings, including locations not reasonably accessible by public transport. Due to the rural nature of the county and the frequency of travel required, a suitable licence (i.e. full UK driving licence, full or provisional motorcycle licence) and access to suitable transport will normally be required.	A, I	X	
In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English.	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.

