

Job Description for

Community Assessment and Review Worker

Job Summary

The role of the Community Support Assessment and Review Worker is to carry out reviews of clients services, update care plans, risk assessments and other relevant documentation in both the service users own homes and the office.

Provide practical supervision to Community Support Workers and carry out Individual Needs Assessments for new and potential clients.

This role is an integral part of the organisations delivery of safe, effective, well-led care with quality assurance at the core of the service delivery.

Responsible to

Head of Operations

Responsible for

Small allocation of Care Support Workers

Key Responsibilities

Assessments and Reviews

- Carrying out initial risk and care needs assessments in respect of individual service users, either in the service user's home or, where required, in other settings such as community-based activities.
- Carry out regular reviews of service user care, including repeated and renewed needs and risk assessments.
- Participate as required in multi-disciplinary review of service users' needs.

Quality Assurance

- Promote a safe working environment and safe systems of work in respect of Care Support Workers in the field and those that might be affected by their activities
- Be observant to any changes in service users' condition and circumstances and act appropriately when these changes occur
- Work in partnership with service users, their family, carers, advocates, healthcare professionals and others to ensure the seamless delivery of holistic packages of individual care support.

Recruitment

- Recruitment and Induction of Care Support Workers

Supervisory Support

- Shadow new care workers in the field to ensure their competence
- Provide ad hoc support and instruction to care workers in the field, including in an emergency
- Carry out the on-site observation and evaluation of care worker practice as part of routine supervision, in response to particular performance concerns, or as otherwise directed.

Support to the office-based team

- To attend team meetings in order to discuss clients, staffing, training and any issues relating to the day-to-day operations.
- Liaise with Care Manager and Allocations Administrator for any over any changes to service or changes/amendments to support/care plan.
- To ensure all processes are undertaken using agreed paperwork of CCSEL

Training

- Attend all mandatory training and training relevant to the role

IT

- Use Webroster to update changes to service delivery or changes/amendments to support/care plan

GENERAL RESPONSIBILITIES

- Understand and implement Crossroads Care South East London policies and procedures
- Undertake on-call activities
- Support with care work when required
- Ensuring Health and Safety Legislation is adhered to at all times

Person specification

	CRITERIA
<p>SKILLS AND ABILITIES</p> <p>In this section please list what skills the applicant would need to do the job</p>	<p>Clear and concise written and spoken communication skills</p> <p>Ability to present written information in a structured and balanced way appropriate to the needs of the reader</p> <p>Proficient computer skills</p>
<p>EXPERIENCE</p> <p>In this section please list what experience the person would need to do the job</p>	<p>Previous experience within the Health and Social Care Sector</p> <p>Observing quality standards</p> <p>Undertaking assessments and reviews of support plans</p>
<p>KNOWLEDGE</p> <p>In this section please list what knowledge this person would need to do the job? Please include any specific qualification or training requirements.</p>	<p>Knowledge of legislation for the provision of Domiciliary Care and Regulated Activities</p> <p>Knowledge of the Care Act</p> <p>Hold a minimum of level 3 NVQ/QCF or equivalent qualification in Adult Social Care</p>
<p>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</p> <p>In this section please list any other qualities you are looking for from the applicant</p>	<p>Occasionally work unsocial hours</p> <p>Willing to travel, assessments will be carried out in service users own homes, must have a valid driving license, insurance for business use and access to a car for work purposes.</p> <p>Be a good team player and with a flexible approach</p>