

xx Business Unit/Section xx to which the JD relates to:

Adult Social Services – Job Description

POST: Reviewing Officer
GRADE: PO1

RESPONSIBLE TO: Reviewing Officer Team Manager

RESPONSIBLE FOR: None

UP TO 5 STAFF	6-15 STAFF	16-49 STAFF	50+ STAFF

Also please attach a structure chart. Will the postholder be responsible for contract/agency/project staff, if so please provide details? No

Are the staff that this postholder will supervise/manage based at the same work location; N/A

If no; please provide details:

BASIC OBJECTIVES OF THE POST

Outline in a few sentences key elements of the job. This should provide the postholder with a good idea of what the job is about.

1. To undertake person centred reviews for service users and their carer's in line with the Care Act 2014.
2. To effectively manage workload against performance management targets to ensure productivity and quality of work.
3. To maximise the independence of those that are reviewed and effectively implement preventative interventions and ensure a strengths based approach is central to the review process.
4. To work positively and collaboratively with partner organisations including health, voluntary sector, housing, children services etc.

MAIN DUTIES & RESPONSIBILITIES

Ideally identify the main duties and responsibilities in 8 – 14 sentences.

1. Manage and prioritise workload so that deadlines are adhered to with a focus on high standards of written work and effective interventions and outcomes.

xx Business Unit/Section xx to which the JD relates to:

2. To undertake reviews in a person centred and holistic manner that has a focus on both the individual's strengths and preventative options that enable us to maximise the independence of the individual.
3. Ensure that all reviews are in line with the Mental Capacity Act and that workers make judgements on where a service user may have significant difficulty engaging in the process and in those instances that they have suitable advocacy support.
4. Use the review process to make sure that the outcomes for service users are achieved and hold providers accountable for making sure that outcomes are met.
5. To ensure that any changes to support arrangements are actioned and that cases are presented to panel where additional funding is required. Where reductions in packages are appropriate reviewing officers to work with brokerage to make the required changes. Reviewing officers will also be responsible for pulling back unspent personal budgets.
6. To work within the framework and principles of the Care Act 2014 in making sure that the reviews are accessible, person centred, holistic with a focused on wellbeing and prevention.
7. To understand and work with the Continuing Health Care framework including the completion of DST's and co-ordinating reviews with health colleagues.
8. Work closely with commissioning to ensure that quality standards of providers are being met and to raise concerns or issues when they arise.
9. To ensure the safety of those that are reviewed and manage aspects of risk through the review process by working in collaboration with partners, providers and carers to ensure that risks are managed and that positive risk taking is supported.
10. Understand the Haringey Safeguarding Process and the safeguarding statutory guidance as set out in the Care Act 2014 and ensure that any safeguarding concerns that are identified are raised appropriately and in a timely manner with a focus on Making Safeguarding Personal.
11. Understand and work to the legislative and organisational frameworks to ensure discharge of statutory duties while maintaining best practice standards through all contacts.

xx Business Unit/Section xx to which the JD relates to:

12. To actively participate in team meetings to look at new ways of working, improving outcomes and best practice standards to help to the development of the service.
13. Work positively and proactively with a range of professionals, organisations and carers to make sure targets are set, outcomes are achieved and life opportunities maximised for those that we support.
14. Be clear on what the performance management indicators within the review service are and ensure that you are able to meet these targets through the course of the year as set out by the Team Manager.
15. Have a clear understanding of the resources, services and provisions within the borough particularly within the voluntary and community sectors to ensure service users and their families are connected to these opportunities.
16. Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
17. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
18. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc
19. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
20. To understand any other temporary duties consistent with the basic duties/or objectives of the post.
21. This position requires the postholder to undergo a DBS (Disclosure and Barring Service).

MAIN CONTACTS

List main contacts the postholder will deal with in the role.

1. Service users
2. Families and informal carers
3. Social Workers, OT's and other Adults Social Care Professionals

xx Business Unit/Section xx to which the JD relates to:

4. Partner and Provider Organisations including advocacy
5. Voluntary Sector

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Adult Social Services – Person Specification

POST: Reviewing Officer

GRADE: To be evaluated

RESPONSIBLE TO: Reviewing Team Manager

RESPONSIBLE FOR: None

The Person

Experienced reviewing officers who will undertake both carer and service users reviews in line with our maximising independence vision and work positively with all stakeholders to achieve best outcomes.

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

Abilities/Experiences

- Experience of working in a health/social care setting.
- Experience of direct working with service users/patients
- Experience of working within a reviewing team.
- Experience of having worked in a person/patient centred model of care
- Ability to work independently as well as part of a team.
- Ability to work to performance targets and deadlines as set out by the service area.
- Ability to work under pressure and manage competing demands.
- Ability to be flexible and adaptable
- Ability to be bold, inventive and ambitious and find creative ways of tackling existing problems.

Qualifications (only if applicable)

- Desirable – formal qualification within health or social care e.g. NVQ 4 or above

xx Business Unit/Section xx to which the JD relates to:

Knowledge/Skills

- A working knowledge of key legislation within the health and social care sector.
- Robust knowledge of health and social care frameworks and the impact on practice.
- A working knowledge of social and health groups and ways in which to positively engage with them to achieve best outcomes.
- Strong written work which is outcome focused and provides both analysis and solutions to issues that have been identified.
- Strong communication skills to support and encourage engagement from others.
- Strong organisational skills and time management.
- Strong IT skills across a range of Microsoft Window applications

The employee's duties require the following activities: -

	Yes		Yes
Office duties	X	Outdoor work / uneven surfaces	
Use of a computer	X	Working at heights / on ladders / roof work	
Audio typing		Confined spaces	
Potentially confrontational work	X	Outdoor work or extremes of temperature	
Crisis or conflict situations	X	Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	
Tight deadlines	X	LGV / PSV driving	
Walking 1+ miles during working day		Operating lift-truck, digger or crane	
Use of stairs		Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	

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Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods		Noisy environment (over 80dB[A])	
Working alone or in isolation	X	Radiation	
Working shifts / unsocial hours / nights		Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children		Preparing raw food / serving food	
Control and restraint		Other	