

## Job Profile

Position Details	
Post	Reviewing Officer
Service Area	Adult Social Care, Review Team
Reports to	Team Manager
Grade	PO1
Job Family	

Role Purpose
<p>To undertake person centred reviews for Haringey residents and service users and their carer's in line with the Care Act 2014. Officers will work to maximise the independence of those reviewed and implement preventative interventions, including working with voluntary and community groups and ensure a strengths-based approach is central to the review process.</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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 difficult engaging in the process and in those instances that they have suitable advocacy support.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>7. To understand and work with the Continuing Health Care framework including the completion of DST's and co-ordinating reviews with health colleagues.</li> </ol>

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.
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. Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc
17. This position requires the postholder to undergo a DBS (Disclosure and Barring Service).

#### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.



This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.