

Job Profile

Position Details	
Post	Senior Reablement Worker
Service Area	Adult's Social Services
Reports to	Community Reablement Service Manager
Grade	SC5
Job Family	To be completed by HR

Role Purpose
<i>To be responsible as the Senior Community Reablement Worker to work with a team of Community Reablement Workers and ensure that daily reablement tasks across the team are achieved to the required standard.</i>

Main Responsibilities
<ol style="list-style-type: none"> 1. To be responsible for the practical allocation of tasks and for the outputs of a front-line team of community reablement workers; making decisions as to how to best deploy staff resources to meet the reablement needs of service users as set out in their reablement plan 2. To work with service users so that they are able to meet the objectives as set out in their reablement plan within a 6-week period in order to avoid admission to hospital or residential care (where possible) 3. Working to promote independence and choice for people to remain in their own homes by working towards client-centered goals and desired outcomes in the context of reablement and assessed need. Also to support family carers and avoid where possible admission to hospital or residential care. 4. To comply with statutory duties and requirements as set out in the Health & Social Care Act 2008 and all associated regulations, guidance and Council policy and procedures. 5. To lead and work as part of a front-line team of Community Reablement Workers, being responsible for the practical allocation of work and work standards of team members; to make decisions as to how to best deploy staff resources on a daily/weekly basis to flexibly meet the reablement needs of service users as set out in their reablement plan. 6. To provide reablement instruction, direction and guidance previously outlined in the reablement plan and as delegated by occupational therapists and health care

specialists, providing same flexibly and according to the needs of the service user, in close liaison with the Team Leader and/or community reablement workers.

7. To provide support with personal care and daily living tasks as part of the reablement programme, reflecting on the service users abilities and areas for potential further development. To provide psychological and emotional support to service users in order to build their confidence; to observe, encourage and motivate them, helping them to solve practical problems in their life rather than carrying out tasks for them.
8. To encourage service users to take reasonable informed risks in their drive for eventual independence and to involve them in decisions about their life at all times.
9. To promote and maximise independence and choice for people who use the service following an assessment of their needs, providing regular feedback on functional performance and progress towards identified goals and the effectiveness of prescribed equipment.
10. To order small basic items of OT equipment directly and refer service users for an OT assessment for larger more complex items where they are not already in place.
11. To attend all relevant team meetings and reviews; to provide effective feedback on clients' ability and progress towards identified goals. To attend safeguarding strategy meetings as required.
12. To attend all statutory training and identified courses to enable achievement of reablement objectives.
13. To work without direct supervision within a community setting, adhering to risk assessments and following policy guidelines on lone working and Council procedures, in accordance with legislation and national minimum standards.
14. To ensure that all documentation and activity recording is maintained to a high standard, in accordance with national and local guidelines, using the Council's IT platform.
15. To respect the individuality, values and cultural and religious diversity of service users and contribute to providing services sensitive to these needs, in a manner that maintains their dignity and gives respect. To work in conjunction with others, and gain cooperation from the reablement workers in the team, so as to provide a quality and non-discriminatory service to older/vulnerable people while understanding and being committed to Equal Opportunities.
16. To understand and follow guidelines that ensure compliance to Health and Safety at Work, COSHH, Data Protection and other statutory requirements.
17. To exhibit the highest standards of conduct and at all times to carry out the duties of the post with integrity and in accordance with the Code of Conduct for employees.

18.To carry out any other duties that may be delegated by managers and which are consistent with the basic objectives or duties of the post.

19.To exercise responsibility under the Health & Safety at Work Act as laid down, or as may be amended from time to time by the departmental procedures and be aware of security arrangements within the workplace.

20.To act at all times in accordance with Council and departmental policies.

Confidentiality

The council is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have and to maintain confidentiality in relation to information to which they have authorised access.

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 including Microsoft and web-based platforms.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. DBS (Disclosure and Barring Service) check at an enhanced level. It is exempt from the Rehabilitation of Offenders Act 1974 (amended 1986)	Essential
2. NVQ3 in Care	Essential
Abilities/Experiences	
3. Proven ability to maintain accurate manual record keeping systems and update written records such as statements of events, incident reports and service user records	Essential
4. Proven ability to work as part of a team for the benefit of reablement service users	Essential
5. Experience of working within a customer-focused social care service.	Essential

6. Ability to organise time to deliver a range of daily tasks and produce high quality outcomes for service users	Essential
Qualifications and experience	
7. Experience of reading and understanding procedure documents and written guidance appropriate to role	Essential
8. Experience of using basic Microsoft and internet based IT skills	Essential
Communication Skills	
9. Ability to communicate clearly and politely with the public and team members, face-to-face and on the telephone.	Essential
10. Ability to communicate with service users who may be in crisis, frail, disabled or have special needs.	Essential
11. Ability to give information in a clear logical and systematic manner.	Essential
Knowledge/Skills	
12. Flexibility and capability to work under pressure and respond effectively to rapidly changing priorities and deadlines.	Essential
13. Understanding of older people and people who are vulnerable and/or with disabilities.	Essential
14. Some knowledge of the cultural needs of minority groups, in particular to the area of physical, social and emotional care.	Essential
15. Practical commitment to equalities in employment, service provision and delivery.	Essential
16. Ability to learn policies, procedures and new systems quickly	Essential
17. Ability to organise and prioritise own workload and work to deadlines.	Desirable
18. Ability to use own initiative as well as follow guidelines and procedures.	Essential

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Main Contacts & Other Information
<p><u>Main Contacts:</u> Leena Tohooloo leena.tohooloo@haringey.gov.uk 0208 489 4815</p> <p>Jenifer Ramgoolan jennifer.ramgoolan@haringey.gov.uk 0208 489 4825</p> <p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	20%	Use of a computer.	Yes	20%
Audio typing.	No		Crisis or conflict situations.	Rare	
Walking more than a mile.	No		Manual handling.	Yes	80%
Working alone or in isolation.	Yes	90%	Working in confined spaces.	No	
Driving a car, van or minibus.	Possibly	30%	Preparing or serving food.	Yes	50%
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	Possible		Working in awkward positions, e.g. stooping, bending, reaching.	Yes	50%
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	Yes	50%	Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Yes – shift work	50%	Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Documentation and inputting case notes on the Council's computer system
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No