

Assessment and Review Practitioner				Purpose			
Reference No.	SS2523	Type		Completion of assessments or reviews of a service user's ability and, in partnership with the service user, tailor care service provisions to meet presenting circumstance and define specific outcomes to be achieved.			
Service	Care at Home						
Job Family	Care	Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Visiting service users and undertake a holistic assessment of need focusing on enablement outcomes using multi-disciplinary approach when necessary.				Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent		✓	
				Previous experience of assessment and review of all client groups (including older people, adults and children) with diverse needs. Identifying care packages/care arrangements required, with care management responsibilities. (Focus on Customers – See How We Work Matters Framework)			✓
Identifying and completing person centred and outcome focussed care plan to meet the service user's needs and defined, specific outcomes.				Ability to work under pressure, use initiative and make decisions.		✓	

Role Profile

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This will include family support and other social supports available in the community.			
Liaising with multi-disciplinary agencies to convey care arrangements and expectations. Initiate, arrange and participate in discharge planning meetings as necessary.	Knowledge/experience of enablement/ outcome focussed approach.		✓
Building and maintaining an appropriate professional relationship with both the service user and their families in accordance with the National Care Standards and the SSSC Code of Conduct.	Effective interpersonal, organisational and report writing skills (Work together)	✓	
Ensuring that the dignity of service users is at the centre of all care plans.	Organisational and interpersonal skills	✓	
Taking action to minimise the identified risks to service user and staff by completing appropriate level of risk assessment management plans in the event of any other identified risks and hazards posed to the service user or staff members in line with service guides.	Report writing skills	✓	
Carrying out manual handling risk assessment, client handling needs assessments including assessing for and identifying the equipment required (including small equipment, minor adaptations and hoists), ordering, fitting, checking, demonstrating safe techniques, advising safe practice for use to service user, formal and informal carers to support service user's transfers, mobility and manual handling needs. Also ensure that the appropriate instructions are recorded and conveyed to all in manual handling plans.	IT skills (Embrace technology and information)	✓	
On-going monitoring, reassessing and provision of care, updating any care plan, handling plan and risk assessments as required.			
Completing and maintaining case records on appropriate IT systems in-line with Service standards.	Experience of identifying/managing risk (Take ownership)		✓

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Ensuring all health and safety policies are adhered to.	Experience and knowledge of Health and Safety legislation Ability to travel throughout Fife	✓ ✓	
Completing appropriate financial records in relation to commissioning care provision ensuring that financial resources are utilised in-line with Council policy and procedure.	Understanding of National Care Standards and safe working practices	✓	
Observing protocols, guidance and standards including those relevant to confidentiality and information sharing.	Knowledge of relevant care inspectorate standard relating to care at home (Deliver results)	✓	
There may be a requirement to attend meetings out with normal working hours, when necessary, subject to service user and staff availability.	Communication, written and verbal skills Ability to provide a regular and effective service	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			
Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			

E = Essential Criteria D = Desirable Criteria

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results