

Grading

Job Description and Employee Specification

<u>Job title:</u> Community Rehabilitation Officer (Home Care)	<u>Service area:</u> Adults & Community Wellbeing
<u>Post number:</u>	<u>Division:</u> Home First
<u>Grade:</u> 6	<u>Section/team:</u> Home First Community
<u>Overall purpose of job:</u> <p>In line with Care Quality Commission (CQC) regulations and standards, provide support with personal care, rehabilitation, reablement and therapy through individual support plans with a focus on promoting independence.</p> <p>To support people to regain their confidence to move forward with their life - based on their assets and strengths and those of their family and community</p>	
<p>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
<u>Main responsibilities:</u> <p>In line with CQC requirements all practice, within the responsibilities of this post, will promote equality, personalisation, confidentiality and individual's rights and choices.</p> <ol style="list-style-type: none"> 1. Provide appropriate day to day supervision of the Community Reablement Assistants, to include supervision observations and competency assessments. 2. Following training, undertakes prescribing of low-level equipment across the service. 3. Act as a key trainer, providing moving and handling training and guidance to staff. 4. Take appropriate precautions to maintain individuals' confidentiality and dignity whilst promoting equality, diversity, and rights. 5. Enable people to participate in devising and implementing their own support plans, supporting with risk management in the options they choose. 6. Enable people to participate in their own personal and practical care, encouraging the use of aids or prescribed exercises in accordance with assessed needs, and supporting them to regain and retain independence and dignity. 7. Maintain appropriate and accurate records in line with procedural requirements. 	

Job Description and Employee Specification

8. Following appropriate training, carry out procedures, such as catheter or stoma care, documenting any variations or issues in the individuals support plan, reporting back to the Senior Officer on duty and/or the appropriate health care professional.
9. Observe individuals' general wellbeing, reporting and recording any changes to other stakeholders, e.g., main carer, district nurse, senior officer on duty, as appropriate.
10. Supervise service users with the administration of prescribed medication to the required dosage, providing more practical support as required.
11. At peak times, and as directed by the Senior Community Rehabilitation Officer support in the duty office, taking duty calls and responding appropriately.

Knowledge, skill and experience:

- Have an awareness of health and social care and be willing to undertake a relevant health and social care qualification in line with the Qualifications and Credit Framework.
- Hold key trainer qualification in moving and handling issues and the ability to deliver effective training
- Understanding of, and the ability to comply with, Registered Care procedures and CQC standards and regulations.
- Experience of working with adults with complex and diverse needs.
- Good literacy, numeracy and recording skills.
- Ability to develop and maintain effective working relationships with colleagues in other agencies.
- Understands, and has the ability to implement, the safeguarding procedures for the protection of vulnerable adults in North Lincolnshire.
- Knowledge and sound understanding of the personalisation agenda and dignity in care.
- Experience of working as part of a team.
- Effective decision making skills.
- Ability to appropriately supervise staff.
- Knowledge of data protection regulations ensuring confidentiality at all times.
- Effective written and verbal communication skills.

Grading

Job Description and Employee Specification

- Ability to use information technology and internal IT systems to update records.
- With training, the ability to prescribe the appropriate low level equipment.
- Ability to prepare, implement and review individual support plans for people with complex needs ensuring maintenance and/or development of personal, physical and social needs.
- Ability to contribute to the achievement of Putting People First in North Lincolnshire
- Ability to transport self around North Lincolnshire at various health and social care locations in accordance with service need.

Creativity and innovation:

- To creatively support people and carers, to arrange and implement support that is flexible, responsive to need and controlled by the individual, and achieve identified outcomes.
- Promote services to meet the identified needs of people in North Lincolnshire, with continued focus on person-centred care.
- Use of creative strategies to engage service users in activities that promote independence and well being
- Creative and innovative in the support of individuals to gain/maintain maximum independence through the attainment of skills, social networks & practical support thereby facilitating lifestyle choices that enable people to live in their own homes.

Contacts and relationships:

Within this role there are a wide range of internal and external contacts that are made on a routine basis. On occasion it may be necessary to deal with contentious and challenging issues.

- People – daily when agreeing and implementing individual support plans.
- Circle of support – daily when supporting, empowering, agreeing and implementing individual support plans.
- Statutory, and all other stakeholders – weekly to maintain contact and support networks with colleagues, both within and outside of the council, on matters including safeguarding and quality of care and to work in partnership to implement preventative support within the community.
- Members of the general public – ad hoc when signposting and providing advice and guidance and information giving.

Grading

Job Description and Employee Specification

- Colleagues in Social and Health Services – daily when liaising in relation to support plans and the changing needs of individuals.
- Providers of care – Fortnightly as link person for admission to all areas of Care Service Provision, carrying out pre-admission visits where possible to establish core information for the formulation of support plans.

Decision making:

- Contributes to decisions on issues affecting the lives of individuals and their carers through active participation in progress meetings, reviews etc
- Contributes to the day to day decisions within the teams seeking guidance and assistance if necessary
- Prioritises own workload and supports team members to do the same. The post holder will have a level of autonomy over the tasks that need to be undertaken within the scope of the role.
- Makes decisions regarding appropriate escalation of issues relating to health and wellbeing, support plans and/or safeguarding.
- Take's responsibility for personal safety, giving regard to that of colleagues and working environments, reporting any concerns regarding health and safety.
- Makes day to day decisions regarding amendments to individual support plans.
- Makes decisions regarding the most appropriate action when reacting to unpredictable events.
- Makes decisions in relation to the prescribing of appropriate low level equipment.
- Makes day to day decisions in relation to line management responsibilities.

Responsibility for resources:

Financial resources:

- Occasional responsibility of handling individuals' money at their request for small items. E.g. shopping tasks (to a maximum of £20.00)
- Sole responsibility for a mobile phone with an approximate value of £100, working away from the office base approximately 90% of working time.

Grading

Job Description and Employee Specification

WORK ENVIRONMENT

Work demands:

- Working as part of a team, undertakes contracted hours over a rota to ensure service provision 24 hours a day, 365 day a year.
- Rotas can change at short notice if service demands.
- Need to be flexible to meet demands of the service, which includes working unsociable hours within Regulatory Services.
- Constant changes to individuals support plans due to change of circumstances.
- Deals with large number of complex requests which can result in conflicting demands.

Physical demands:

- Moving/handling people in line with current moving and handling policies.
- Using hoisting equipment in different environments (i.e. carpeted and non-carpeted areas)
- Normal physical demands, with periods of more substantial effort, on a daily basis, e.g. stooping, bending and using equipment appropriately

Working conditions:

- Work is carried out in individuals' homes where conditions, at times, can be disagreeable.
- May be required to work at other health and social care locations which will be well lit and ventilated.

Work context:

- Some risk in relation to infections when dealing with bodily fluids.
- Potential risk of verbal and/or physical aggression when undertaking direct work with individuals and when liaising with their circle of care.

Grading

Job Description and Employee Specification

Position in organisation:

Indicate how many staff the post is directly accountable for:

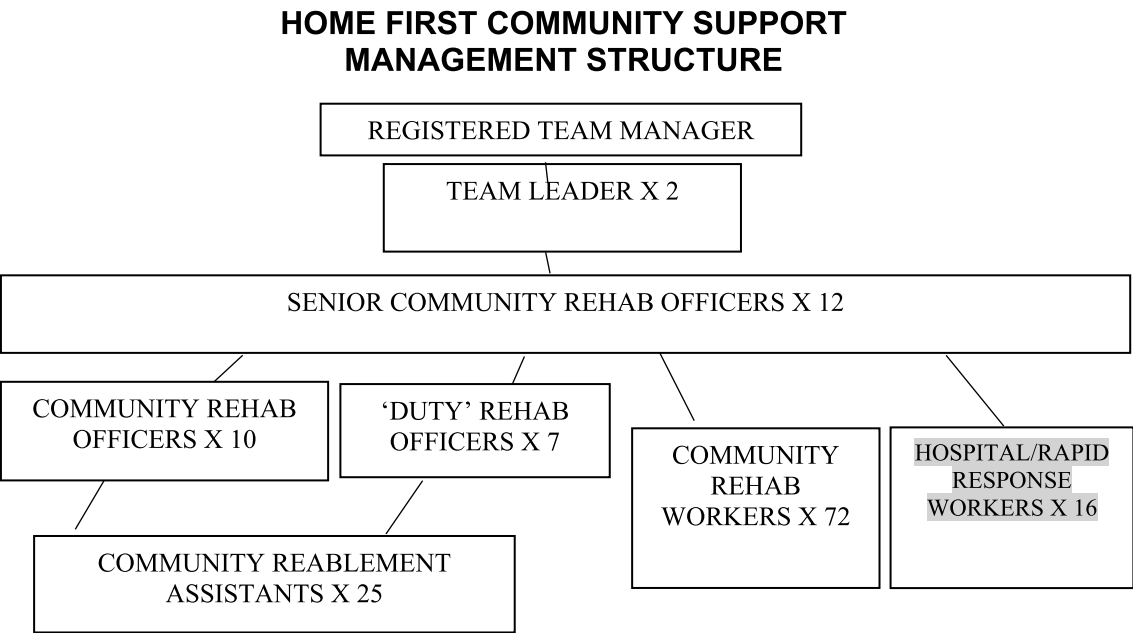
4

Are posts in more than one location? Yes ☐ No ☐

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes ☐ No ☐

Please indicate which post(s)



Grading

Job Description and Employee Specification

Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

Grading

Job Description and Employee Specification

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> • Experience of working with adults with complex and diverse needs. • Experience of working as part of a team. • Understanding of, and the ability to comply with, Registered Care procedures and CQC standards and regulations. • Good literacy, numeracy and recording skills. • With training, the ability to prescribe the appropriate low level equipment. • Ability to contribute to the achievement of Putting People First in North Lincolnshire • Ability to prepare, implement and review individual support plans for people with complex needs ensuring maintenance and/or development of personal, physical and social needs. 	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> • Understands, and has the ability to implement, the safeguarding procedures for the protection of vulnerable adults in North Lincolnshire. • Knowledge and sound understanding of the personalisation agenda and dignity in care. • Ability to appropriately supervise staff. • Knowledge of data protection regulations ensuring confidentiality at all times. • Effective written and verbal communication skills. • Ability to use information technology and internal IT systems to update records. 	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> • Have an awareness of health and social care and be willing to undertake a relevant health and social care qualification in line with the Qualifications and Credit Framework. 	
Working Arrangements	Interview
<ul style="list-style-type: none"> • Ability to transport self around North Lincolnshire at various health and social care locations in accordance with service need • Work undertaken over a 7 day rota 	

Grading

Job Description and Employee Specification

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> Supervisory experience Experience of multi-agency working 	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> Good understanding of relevant health and social care legislation Ability to complete appropriate risk assessments Experience of supporting with complex case issues 	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> Hold key trainer qualification in moving and handling issues and the ability to deliver effective training Level 3 qualification in Health and Social Care or equivalent 	
Working Arrangements	Interview
<ul style="list-style-type: none"> 	

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Political restriction	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
The ability to speak fluent English under the Immigration Act 2016	
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<ul style="list-style-type: none"> Version Control 	
Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021