Aberdeenshire COUNCIL

Job Profile

October 2017

1. JOB IDENTITY

Post Title:	Enablement and Support Co-ordinator	**Service:**	Health & Social Care
Section:	Care Management	**Grade:**	Care H
Reports to:	Team Manager		

2. JOB PURPOSE

- Within the context of an enablement approach and operating within an integrated service, to provide outcome focussed assessments that inform the provision and co-ordination of enabling packages of support
- To commission and co-ordinate personalised and outcome-led packages of support that promote independence
- To work in partnership with service users, carers, family members, third sector and health partners to provide service users with holistic support

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Gather information to screen referrals, signpost where appropriate to other agencies, apply eligibility criteria and identify individuals appropriate for the rehab and enablement pathway.
- Undertake an assessment to create and agree an enablement plan, in partnership with other professionals, with a service user to meet their agreed outcomes including the use of telecare.
- Regularly monitor enablement plans and put in place any revisions to ensure that the plan continues to promote independence and is cost effective in delivering outcomes.
- Formally review the enablement plan at 4 weeks and agree an exit strategy.
- Identify individuals who are appropriate for Self-Directed Support pathway.
- Using guidance identify complex cases for discussion with supervisor to determine the appropriate caseholder.
- Assess service users under Social Care (Self Directed Support) (Scotland) (Act) 2013 and provide information about Self-Direct Support and the four options available.
- Calculate a personalised budget using the Resource Allocation System, engage with service users to create a support plan within their personal budget.
- Gather information for financial assessments and provide information about Aberdeenshire Council's Charging Policy.
- Provide advice about budget maximisation and refer onto to DWP when appropriate.
- Commission care packages as required under SDS.

Agreed

- Regularly review and monitor the care and support provided under Self-Directed Support to ensure that agreed outcomes are being met and necessary changes are applied to ensure the package is effective in promoting independence while minimising risk. Carry out re-assessment when required.
- Maintain accurate and current recording on Care First.
- Monitor and authorise a budget up to the delegated weekly spend, and seek authority for packages over this amount.
- Attend integrated health and social care meetings and carry out agreed actions appropriate to the role.
- Contribute to continuous professional development and service improvements through participation in supervision, training, meetings and other forums.

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to SVQ Level 3 in a health and social care related discipline
- Current valid driving licence

Desirable:

- Qualification relevant to field of work

5. EXPERIENCE

Essential:

- Previous work experience with older people/ and or people with physical disabilities in health or social care either in the community or in a residential setting
- Experience of partnership working and multi-disciplinary settings
- Experience in financial matters / completing financial assessments

Desirable:

- Experience of working in the public sector
- Experience in the completion of assessments, support planning and maintaining records
- Experience in commissioning and co-ordinated of services care services

Agreed

6. KNOWLEDGE AND SKILLS	
Essential:	• Customer-focussed with the ability to establish, maintain and develop effective working relationships with service users, operational teams, delivery partners and colleagues. • Ability to work with service users and their families from a strength based approach to provide support in an enabling context to promote independence • Excellent organisational, interpersonal, communication, interviewing and negotiating skills with the ability to work to tight and often conflicting deadlines and secure positive outcomes • Understanding of how to assess and manage risk within an enabling approach. • Commitment to working in an anti-discriminatory and non-judgemental manner • Awareness of the importance of integrity, confidentiality, diplomacy, tact and data protection considerations • The capacity to cope with demanding work, both from a physical and emotional perspective • Ability to use Microsoft Office packages to a proficient standard
Desirable:	• Knowledge of social work legislation – Self Directed Support Act, Adults with Incapacity, etc. • Basic knowledge of welfare benefits

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post

Agreed