JOB DESCRIPTION - DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP

IDENTIFICATION

Post Title:	Review Officer	Post Ref:	
Section:	Care Home Team Dundee Health and Social Care Partnership	Grade:	9 plus market supplement
Responsible to:	Team Manager, Care Home Team		
Responsible for:	Undertaking the Reviews of need for Older People in Care Home Settings		

JOB PURPOSE

Primarily to review the needs of older people in care home settings, ensuring their needs and rights are met and to provide a care management service when this is required.

PRINCIPAL WORKING CONTACTS

Team Manager, Care Home Team, Partnership colleagues, NHS colleagues, care home colleagues, older people and carers.

MAIN DUTIES

To support older people living in care home settings and during any transitional change.

To provide a comprehensive assessment of the needs of individual service users by using the assessment tool and professional assessment skills.

To monitor, review and reassess the individual needs of older people in line with their changing needs.

To negotiate flexible packages of care with care providers to help meet the identified needs of individual service users and their carers.

To identify unmet need and service developments required for planning purposes.

To highlight the appropriateness of personalised or communal care and take appropriate action where this is found to be below expected levels.

To carry out the care management tasks with skill and sensitivity.

JOB ACTIVITIES

To liaise effectively with colleagues and other agencies during all stages of the care management and review task.

To promote client participation and encourage partnership between informal and formal carers.

To maintain adequate service user and budgetary records using appropriate administrative and computer skills.

To cost packages of care in accordance with budgetary guidelines.

To promote multi-disciplinary teamwork within the Care Home Team by contributing individual skills and expertise.

To update and maintain a working knowledge of resources in terms of the needs they meet.

To update and maintain a working knowledge of Welfare Rights information.

To update and maintain a working knowledge of appropriate legislation and standards.
To participate in and assist with training.

To participate in team meetings and contribute to the flexible development of the service.

To possess a detailed knowledge of relevant Dundee City Council's Operational Instructions, Policies and Objectives.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Review Officer

DIVISION/DEPARTMENT SECTION: Care Home Team, DHSCP

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	CQSW, Dip SW, SW Degree CSS (with appropriate option) Registered with SSSC.	IT/PC competence Post qualifying training/qualifications	Application form Presentation of certificates at interview
RELEVANT WORK/OTHER EXPERIENCE	Working knowledge of assessing and reviewing needs and service provision. Experience and commitment to working within the values of Social Work and within a legislative framework. Interest in working with adults and older people. Knowledge of community care and Adult Protection Principles.	Experience of working within Care Management and/or experience of assessment, planning and reviewing care needs. Experience of partnership and multi-disciplinary working, co-ordination and case management. Knowledge of care Inspectorate and understanding of relevant standards.	Application form, interview & references.
PARTICULAR SKILLS/ABILITIES	Good communication skills - verbal/written. Ability to assess and review needs of individuals. Ability to prioritise workloads, case management, manage time effectively, meet challenges and use initiative. Negotiation and problem solving skills.	IT/PC competence.	Application form, interview & references.
PERSONAL QUALITIES	Ability to build good, trusting relationships with service users, colleagues and other professional staff. History of honesty and integrity.	Ability to be flexible in approach to work.	Application form, interview & references.

	Ability to be an effective team member. Confidence to challenge and manage conflict/concern.		
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.	Willingness to undertake further training.	Application form, interview & references.