

## Job Description and Person Specification

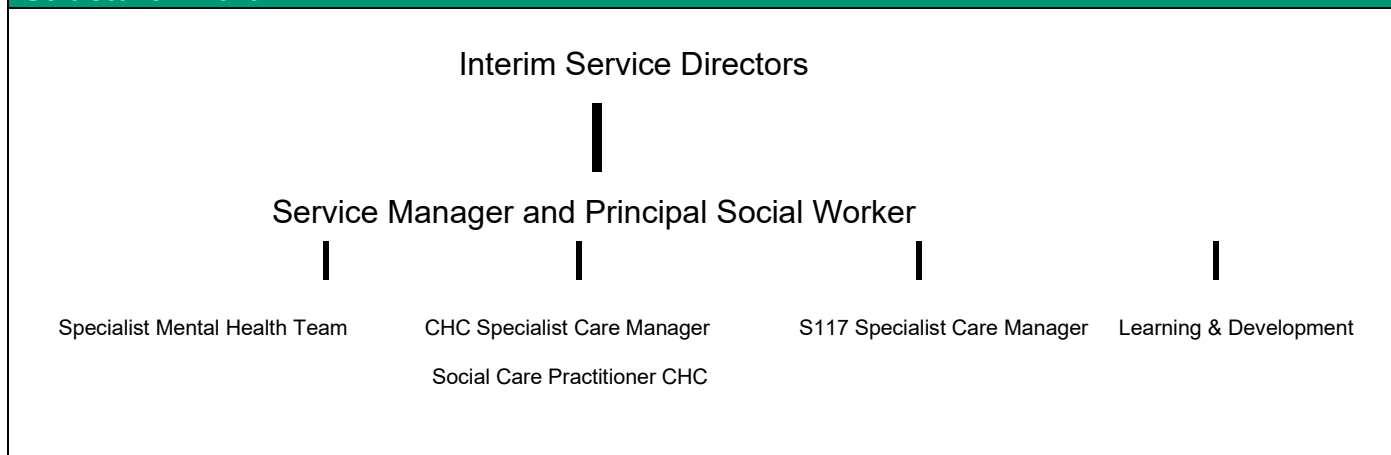
<b>Job title:</b>	Social Care Practitioner –Continuing Health Care
<b>Directorate:</b>	People
<b>Service:</b>	Adult Social Care
<b>Team:</b>	
<b>Post number:</b>	05360
<b>Salary grade:</b>	Grade G
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Service Manager
<b>Supervises:</b>	n/a

### Job Purpose

We are looking to appoint a motivated and enthusiastic individual to undertake continuing health care assessments in line with the National Framework for NHS Continuing Health Care and NHS Funded Nursing Care (Revised July 2022). The Post holder will be required to represent West Berkshire Council at multi-disciplinary meetings.

Previous experience of continuing health care work would be an advantage but is not essential as we will be providing an induction and training program for you.

### Structure Chart



### Main Duties and Responsibilities

Main duties and responsibilities of the job:

- To work alongside NHS colleagues, Care providers, Service users, Carers, Hospitals and External Agencies to complete Continuing Health Care Checklist.
- Attending multi-disciplinary meetings to complete Decision Support Tool Form
- To carry out NHS Continuing Health Care Reviews (3 monthly or yearly).
- For service users who are no longer deemed eligible for full continuing health care funding, to carry out Care Act Assessments and Reviews.
- Monitor emails in the CHC WBC inbox and respond in a timely manner.

### Main Duties and Responsibilities

- To provide support and advice to staff in the Locality teams and other teams in relation to continuing health care cases.
- Attend weekly Good Practice Panel to present cases and take on potential CHC cases

### Scope (impact on/control of resources, people, money etc)

To support the Continuing Health Care Specialist Manager where appropriate to be able to meet the target for 2024/25

### Person Specification

Qualifications	Essential/ Desirable	Internal use only
NVQ Level 2 in care or similar relevant qualification	E	1
NVQ Level 3 in care or similar	D	1
<b>Experience</b>		
Experience of working in social care services	E	1
Experience of working in partnership with others	E	2
<b>Knowledge and understanding</b>		
Working knowledge of the provision of health and social care services	E	1
Knowledge of relevant legislation and guidance, including Care Act, Mental Capacity Act, etc.	E	2
Knowledge of Safeguarding Adults requirements	E	3
Knowledge of Direct Payments system	E	4
Knowledge of National Framework for NHS Continuing Health Care and NHS Funded Nursing Care (Revised July 2022)	D	
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc.)	E	2
IT skills, to include use of Email, Internet, Word processing and Case Management systems	E	3
Ability to work with people with a range of disabilities and communication needs	E	4
Ability to work collaboratively with colleagues in a range of settings – e.g. health and social care colleagues, voluntary sector, community resources, Council staff	E	5
Ability to make timely judgements regarding the needs of individuals and to signpost / refer elsewhere if appropriate	E	6
Good verbal and written communication skills	E	7
<b>Work-related personal qualities</b>		
Commitment to ensuring anti-discriminatory and anti-oppressive practice	E	1
Positive attitude towards risk enablement / management	E	2
Ability to prioritize	E	3
Good interpersonal skills – communicating, listening, responding	E	4
<b>Other work-related requirements</b>		

---

Full driving license and use of a vehicle for work	E	1
Flexibility and adaptability	E	2
Politically restricted Post?	No	n/a
DBS Check?	Yes	n/a
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	4