

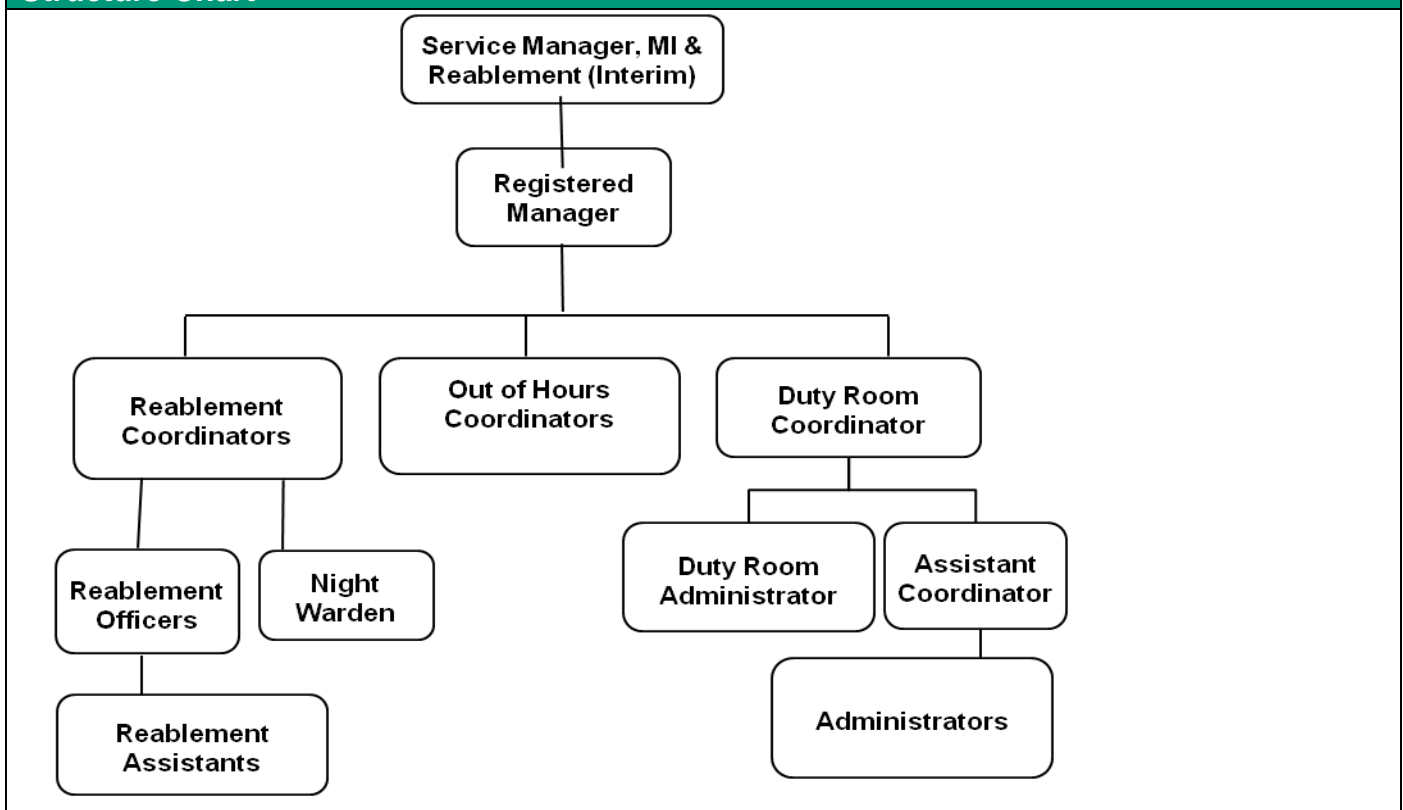
## Job Description and Person Specification

<b>Job title:</b>	Reablement Officer
<b>Directorate:</b>	Communities
<b>Service:</b>	Adult Social Care
<b>Team:</b>	Reablement
<b>Post number:</b>	02781
<b>Salary grade:</b>	F
<b>Work location:</b>	West Street House
<b>Reports to:</b>	Reablement Coordinator
<b>Supervises:</b>	

### Job Purpose

- To enable service users to remain in their own homes by providing a safe working environment by carrying the appropriate health and safety risk assessment
- To enable service users to remain in their own homes by providing the support and care needed to help them achieve maximum independence, including Crisis support and specialist care.
- To work “*with*” service users to achieve outcomes, rather than working “*for*” them.
- To encourage service users regain their confidence all the while promoting their self-respect and dignity
- To provide the highest standard of care provision every day of the year, including early mornings, evenings, weekends and Bank Holidays

### Structure Chart



## Main Duties and Responsibilities

To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.

- To undertake specialist duties as identified in the service user plan.
- To assist the service user to remain safe and secure at home including offering crisis support.
- To help the service user to look after own health, including Services Users with specialist needs.
- To appropriately record and report any changes in circumstances in the service user's social or health condition to the line manager and OTHomeSafe.
- To complete and comply with all risk assessment and to be responsible for notifying your line manager and OTHomeSafe of any changes you think may be necessary.
- To notify the office daily of any changes made to the programme of work
- To ensure that your timesheet is an accurate reflection of your work, and to be responsible for ensuring it is returned to the office at the specified time.
- To participate in a two week rolling rota. This will include working alternate weekends and Bank Holidays where your rota indicates you working day.  
(see attached availability and rota.)
- To be accountable for your work practice and take responsibility for maintaining and improving your knowledge and skills
- To respect the rights of service users, and to strive to establish and maintain their trust and confidence, and that of their families and personal carers.
- To coach and train new and existing Reablement Assistants or those needed support from colleagues to enable them to improve their work.

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

Our Service users are made up of: elderly frail and disabled (the majority); adults with mental health, learning or physical disabilities and, in selected cases, children.

The profile of these services is as high as any in the Council. The sensitivity and the complex issues being dealt with in human terms are enormous. The public expectation of high quality services is great.

Reablement Officers mainly work alone without immediate access to a supervisor on site, they work in a range of environments, travel times can often be high and they are frequently required to make decisions on behalf of service users based on their own judgement. WBC policies and procedures, training provided, QCF2 and QCF3, and the operational handbook will provide a level of competence and knowledge.

<b>Person Specification</b>	
<b>Qualifications</b>	<b>Essential/ Desirable</b>
QCF2 in Health and Care or equivalent	E
GCSE level C or equivalent in English and Maths	E
Reablement trained	D
QCF3 in health and Social Care or equivalent	D
Risk assessment trained	D
<b>Experience</b>	
A minimum of 3 years experience in caring in a Social Care setting	E
Moving and Handling facilitator	D
Evidencing Competency in the Workplace	D
<b>Knowledge and understanding</b>	
Knowledge and experience in specialist care	E
<b>Skills and abilities</b>	
Ability to use Outlook, and a web browser to access information	E
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
An ability to put forward ideas and make suggestions to improve working processes and conditions	D
Basic ability to use Cold Harbour Dom Care system	D
Ability to risk assess and create and review Risk Assessments and Service User care plans	E
Ability to respond and cope appropriately in emergency situations and to when to act and when to get advice	E
Ability to communicate at various levels and with various professionals	E
Good negotiation skills and the ability to develop rapport with individuals in a short period of time.	E
Chairing Meetings and producing minutes	E
Ability to write factual reports	E
<b>Work-related personal qualities</b>	
A desire to learn new skills and make suggestions to improve work practice	E
Willing to work as part of a team to ensure colleague support and continuity of care for the Service Users	E
Committed to providing quality service provision	E
A positive attitude to change and well motivated	E
<b>Other work-related requirements</b>	
Ability to travel across West Berks Council area, wherever the needs of the service dictate	E
Available to work the set rota	E
Full UK Driving License or equivalent EU and EEU License	E
Daily use of a vehicle	E
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E