



JOB DESCRIPTION

CARER ASSESSOR

Job Title	Carer Assessor
Salary	£22588.89 per annum
Hours	35 hours per week (Agile working)
Responsible to	Team Leader Carers Assessment Team

Job Purpose

- To undertake holistic assessments of Carers needs where a Carer is providing regular care to an individual.
- To liaise with Primary Care Teams and other health professionals within the identified SDF area
- To support Carers, through the assessment process. This will be achieved in a variety of ways, for example, visiting Carers in their homes or elsewhere as deemed appropriate. This role is based predominately in the community with home visits being a primary method of contact.
- To assess Carers support needs, complete appropriate assessment forms, computerised records and other associated administrative tasks.
- To review support needs at agreed intervals and annually.
- Supporting Carers to implement Care Support Plans.
- To consider the services available to meet the assessed needs.
- To provide an opportunity for Carers to discuss contingency plans in the event of an emergency.
- To provide Carers with information of the range of services to them and how to access them.

Responsible for:

Responding to requests to carry out Carers Assessments in a timely and professional manner.

Determining the support needs of Carers and consider how those needs can be met by statutory, community and/or other services in the most cost-efficient way. Discuss, consider and record Carers contingency plans in the event of an emergency as part of the Carer Assessment process.

Where assessment identifies a need that would be provided by the Local Authority as a direct service to the Carer, or as an additional, or a change to services for the cared for person, the outcome will be referred to the Initial Assessment Team for allocation and action recorded.

Offering support to Carers and assist those to link with appropriate support services within statutory and voluntary agencies and review progress made against Carers Support Plan.

Developing links and liaise with statutory, voluntary and independent organisations and existing Carer groups/networks to promote the wellbeing of individual Carers and keep up to date with new service developments to support Carers locally.

Providing Carers with a copy of the Carers assessment together with WLCC Information Pack, maintaining a signed paper record in the office ensuring safekeeping and confidentiality at all times. Ensure that the Carers consent is obtained within the Carers assessment documentation to share the information with the referring professional, if appropriate.

Promote the service across Wigan and Leigh in conjunction with Wigan Adult Social Care and establish a good working relationship with other social care and health professionals.

Represent WLCC at local events and meetings to raise awareness of the wider work of WLCC.

Record assessments and all other services provided on the Carers record on the appropriate management and information systems.

Ensure all monitoring requirements are adhered to, report and provide regular updates on progress as requested by the Chief Officer.

Cross Organisation Responsibilities

- ❖ To work as part of a team contributing to the smooth and effective running of Wigan and Leigh Carers Centre.
- ❖ To work in partnership with colleagues across Health and Social Care within local Service Delivery Footprints (SDF)
- ❖ To attend and actively participate in regular supervisions, team meetings and annual appraisal.
- ❖ To undertake occasional evening/week-end work when necessary.
- ❖ To undertake any other duties as reasonably requested by the Centre Manager/CEO.

In addition to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following:

1. Equality

Act in accordance with the organisation's Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.

2. Operational

Ensure that all duties are carried out in line with the organisation's health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.

3. Corporate Image

Adopt a professional image at all times.

4. Confidentiality

Maintain absolute confidentiality with regard to the organisation's information and procedures.

**CARER ASSESSOR
PERSON SPECIFICATION**

E = Essential D = Desirable

Qualifications and Experience	
Qualification in Health & Social Care	E
Understanding of the needs and difficulties faced by Carers.	D
Experience of working within a social care environment in the statutory, voluntary or independent sector.	E
Experience of dealing with and addressing challenging issues.	D
Experience of working in partnership with one or more stakeholders from the statutory, voluntary or independent sectors.	E
Experience of providing one to one support.	E
Experience of developing and implementing performance management and outcome measures.	D
Knowledge	
A broad understanding of the importance of social care legislation and policies particularly in relation to Carers	E
An understanding of the importance of confidentiality and the purpose of a Carers Needs Assessment.	E
A good knowledge of Social service functions.	D
An understanding of the needs/issues of Carers and the cared for.	E
A good knowledge of the geographical area of Wigan.	D

Skills and aptitude	
Ability to work flexibly, pro-actively and on own initiative.	E
Ability to work in a calm and effective manner.	E
Ability to manage a diverse workload in an organised manner.	E
Excellent written and oral communication skills.	E
Ability to lead discussions and negotiations to conclusion with a wide range of stakeholders.	E
Ability to listen effectively.	E
Ability to assess the needs of Carers and support the development and implementation and review of a Carers Support Plan.	E
Ability to support Carers to identify and access information to enable them to represent their own needs and wishes.	E
Ability to support Carers to plan, prepare their needs and wishes to enable them to review their experiences and outcomes.	E
Ability to obtain, record, store and analyse information to support decision making, complete reports and advise and inform others.	E
Ability to develop and maintain effective relationships to promote the Carers choice about the support needed.	E
Willingness to learn and develop skills.	E
Other	
Hold a current driving licence and have access to a car.	D
Post is subject to DBS Check.	E