JOB DESCRIPTION	
Job Title	Community Care Officer
Portfolio	Social Services
Reports to	Team Manager
Location	Ty Dewi Sant, Ewloe (work across Flintshire)

Job Purpose

The post holder is responsible for the assessment, care planning and review of individual packages of care and support for people who meet the eligibility criteria. The post holder ensures that relevant support services are arranged and reviewed under the supervision of a Senior Social Work Practitioner to achieve the desired outcome for service users whilst also ensuring best value for the Council.

The post holder establishes and maintains effective relationships with both internal and external providers, social work and allied health professionals and service users & carers (formal and informal)to promote the development of good practice and high quality services within people's own homes e.g. shared
accommodation, respite, day services, adult placements

Principal Accountabilities

1. Undertake assessments and reviews of new or existing packages of individual service users care and support arrangements in accordance with the policies and procedures laid down in this area and under supervision.

2. Identify service user and Carer needs and agree individual care plans or adjustments (increases) to care plans and arrange with individuals, the representatives and service providers, updating assessments, service information and costs.

3. Request specialist assessments from other progressions and consider the recommendations within the care plan.

4. Contribute to the ongoing development of a systematic and effective assessment and review process by working closely with social work practitioners, health, service providers and others to ensure that processes and systems continue to support a robust review of care and support.

5. Ensure that all decision making and agreed outcomes are reflected within the most appropriate documentation and that there are completed in a timely manner and shared with all relevant parties.

6. Undertake assessments and review in difference formats which will also include looking at different methods of care and support packages.

7. Provide regular reports on the number of assessments or reviews including any variation to planned outputs or trends which will support the key performance indicators in being achieved.

8. Work on individual initiatives which promote the independence of individuals as the needs arise.

9. You will need to ensure that you are fully aware of signs of neglect and abuse and report these through the appropriate channels.

Supervision/Management of People
None
Employment Checks/Specific Requirement i.e. DBS
Enhanced DBS
Special Working Conditions
This role involves driving regularly and a full driving license is required along with access to a vehicle

Person Specification		
The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.		
Academic/ Professional Qualification	**Essential / Desirable**	**How this will be assessed?**
Knowledge and Experience		
QCF Level 4 in Health and Social Care	Essential	Application
Experience of working in a health and social care setting with vulnerable adults	Essential	Application/Interview
Experience of working with multi agencies such as health	Essential	Application/Interview
Proven knowledge of the Social Services and Well-Being Act	Essential	Application/Interview
Skills		
Experience of writing and submitting detailed reports and assessments	Essential	Application/Interview
Ability to participate and lead on assessment with individuals and their families/carers, some of which can be complex	Essential	Application/Interview
Ability to work independently, manage their own workload and work to deadline	Essential	Application/Interview
Excellent verbal and written communication skills	Essential	Application/Interview

Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview