

Hertfordshire County Council

Job Outline



JOB TITLE: Senior Rehabilitation Officer
GRADE: M1
REPORTS TO: Team Manager / Assistant Manager
TEAM: Sensory Services
DEPARTMENT: Adult Care Services

Purpose of the Job

This county wide service for the residents of Hertfordshire includes services to adults and children with sensory disability.

You will hold a professional qualification of Diploma/ Foundation degree in Rehabilitation studies or equivalent, have excellent communication skills and have sound working knowledge of this service user group including working knowledge of current Legislation and safeguarding practices. Working in partnership with other statutory agencies, the Independent and Third Sector partners, you will contribute to the development of services to improve the customer journey experiences.

You will have demonstrable experience of staff supervision, mentoring and coaching staff in managing complex cases and the ability to hold a small caseload of highly complex cases,

To be a Senior Rehabilitation Officer within a team, working with the most complex cases and taking on a supervisory role based on developing skill, experience and expertise.

All work to be carried out with users of our service, their families and carers within the framework of the seven social care outcomes:

- Improved health and emotional wellbeing
- Improved quality of life
- Making a positive contribution
- Exercising choice and control
- Maintaining personal dignity
- Economic wellbeing and freedom; and
- Freedom from discrimination

Main Areas of Responsibility

1. To assist, as delegated, in the implementation of Health & Community

1. Services policies and procedures within the statutory requirements and relevant legislation.
2. To care manage the most complex cases in the teams, including safeguarding, assuring consistency in casework practice and promoting good practice.
3. To become the expert within the team on policy, procedure and practice and disseminate this to other team members.
4. To mentor and coach other staff, including taking responsibility for induction programmes and initial training.
5. To approve care packages within agreed budget limitations under the direction of the line manager.
6. To work independently, e.g. to attend case conferences and multi-disciplinary meetings without line management presence, or providing consultation in specific areas of practice.
7. To play an active role with colleagues in peer group supervision and role development sessions.
8. To provide clinical supervision to community care officers, rehabilitation officers, deafblind workers and students in the teams and to contribute to their performance management and development of staff. The overall management functions will be overseen by the Team manager.
9. To lead on specific projects as required.
10. To show commitment to studying for post qualifying awards and have experience of running workshops and training sessions.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- You will be a qualified Rehabilitation worker, registered with suitable professional membership bodies with knowledge of the relevant policy, procedure and practice that relate to the delivery of social care outcomes as well as the activities of the care group.
- You will be a confident individual, capable of using your initiative to lead on specific projects and to lead a team; you will need to be largely self-managed and self-directed.
- You will have excellent administrative and computer skills and will be fully competent using all computer packages to present information and reports.
- You will be comfortable working with service users to develop support plans that meet their needs.
- You will be confident dealing with a complex caseload as well as providing coaching and running development courses for your staff.

- You will act as a consultant to the team, mentoring and providing expert advice and guidance.
- You will have the ability to present information in a clear and informative way as well as being able to use research and information, developing and informing practice and disseminating the information to staff.
- Due to the nature of the work a Driving Licence is essential.