

 WOKINGHAM BOROUGH COUNCIL	<h1>Job Description</h1>		Job Reference
			711749
Job Title	High Cost Review Worker		
Service	Adult Social Care	Team	Review Team
Location	Shute End		
Reports to	Jen Daines		
Grade:	Type of position:		Hours per Week:
8 (Qualified Social Worker)	Social Work post		37 hours (full-time)
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<u>Service Purpose</u>			
<p>To assist with identifying potential savings within existing high cost packages of care within adult social care and work to ensure savings are achieved.</p>			
<u>General Description of the job</u>			
<p>To complete re-assessments under the care act to clarify the current needs of our high cost clients and cross reference these with current care commissioned/provided. Worker to gather evidence to confirm care commissioned is meeting the need and that all spending has been reviewed to ensure any possible savings have been achieved. This will involve working closely with other teams in Adult Social Care including the TEC Team and Commissioning. There is an expectation that this post will achieve savings.</p>			
<u>Organisation Chart</u>			
<p>Head of Service (Lisa Evans) Reviews Service Manager (Jen Daines) High Cost Reviews Worker</p>			

Main Accountabilities of the post

<List the key Accountabilities and outcomes for the post. I.e. what is the responsibility of the post holder (Accountability), and what difference it makes (Outcome).>

1	To work in accordance with the Care Act 2014 to assess or reassess the needs of customers and their carers including where applicable Mental Capacity Assessments and Best Interest Decisions.
2	Assessments will often be complex, thorough and have an emphasis upon value for money. As such, it is vital that the worker establishes close working relationships with support services. This will include the Technology Enabled Care (TEC) Service, Re-ablement services, Operational Commissioning, Contracts and Commissioning, Continuing Health Care, Housing and Single Handed Care Projects to offer a holistic and cohesive approach.
3	To establish professional relationships with local providers to enable joint working, investigation of new innovative ways of working, and encourage an open and transparent dialogue.
4	To ensure that you bring forward good ideas, offer creative solutions, challenge areas where the Council can improve, and to contribute to the Council's ongoing success.
5	To undertake risk assessments for individual customer situations and formulate risk management plans, having regard for the safety of customers and others, whilst promoting independence and managing positive risk taking.
6	To identify and/or investigate any incidence of potential abuse or neglect of vulnerable individuals with a view to the development and implementation of protection plans which maintain their safety within the multi-agency safeguarding adults procedures.
7	To maintain appropriate professional registration. To be aware of developments in professional practice and participate in relevant internal or external training to update working knowledge of professional/legislative/statutory guidance with respect to particular care group(s).
8	To be familiar with electronic case recording systems and to ensure that records are maintained according to Council procedures and statutory requirements. Practitioners are accountable for the accuracy and completeness of their case records.

Additional Corporate Responsibilities

1	Professional Development: To ensure the continuous professional development of self, direct reports and all those in the service, through effective performance improvement, coaching, career planning and continuous professional development
2	Values Profile: To follow the principles set out in the Manager & Team Leaders Values Profile
3	Collaborative Working: To drive cross-Council working for all staff, ensuring effective communication and collaboration across the organisation, to meet needs, opportunities and address challenges as they arise
4	Customer Focused: To lead a customer-facing, proactive and responsive organisation, delivering to our residents and those who represent them. This requires leaders and managers to be flexible, adaptable and creative in order to meet the needs of our residents, and to lead active engagement with customers and communities
5	Leading Change and Improvement: To lead change and improvement across the organisation, including developing adaptable managers and staff, and working within an adaptable and flexible structural and

	management environment
6	Celebrating and Promoting: To ensure that positive messages about the achievements of service, and the Council are promoted and shared, internally and externally
7	High Support, High Challenge: To ensure that, within the service and across the Council, staff are, and feel, empowered and to bring forward their good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
8	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
9	Member Engagement: To ensure effective involvement and engagement of the appropriate Lead Member and others as appropriate, to drive effective officer-member working for the benefit of residents
10	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
11	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
12	Special Factors: To work flexibly, including evenings and other out-of-hours requirements; willingness to travel; requirement to undertake such duties as are reasonably expected by the Line Manager

Scope

Staff	Number of employees within overall span of control	N/A
Financial	Budget directly controlled (excluding salary costs)	N/A
Resources	Facilities, equipment or systems within overall span of control	Equipment to support lone working and remote working to be provided including laptop and mobile phone.
DBS Check required	Yes	

Person Specification

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat values requirements or corporate responsibilities.

Qualifications	Essential	Desirable
Social Work (degree or diploma) qualification	E	
ASYE (post qualification)		D
Technical Skills.	Essential	Desirable

Full EU driving licence (and access to the daily use of a car)	E	
Ability to use standard Microsoft programs and to learn specialist client record systems etc	E	
Knowledge	Essential	Desirable
Minimum of 2 years post qualifying experience or extensive experience of local authority assessments and commissioning prior to qualifying.	E	
Good working knowledge of the statutory framework for the relevant care group and of an appropriate range of professional interventions	E	
Good working knowledge and experience of commissioning packages of care.	E	
Experience	Essential	Desirable
Experience in a Social Care or health care environment	E	
Experience of managing risk in a social care or health setting	E	