# JOB DESCRIPTION – Assessment Officer

**Job Description – Assessment Officer**

**Reports to:** Business Development Manager

**Location:** Grantham Office, Suite 6, The George Centre, Grantham, Lincs. NG31 6RE

**Main Purpose of the role:**

To undertake comprehensive assessments of adults with learning disabilities and provide detailed written reports for Senior Management Team.

**Comprehensive Assessments & Reports**

- To ensure Assessment and Referral process is followed to Company standards and in a timely manner.– see attached
- To have excellent communication skills which enable you to gain information from a range of people including people with learning disabilities, professionals, families and carers
- To adopt a person centred approach when completing assessments
- To use HFHC resources to gather information from all relevant sources
- To use assessment information gathered to produce detailed, easy to read reports
- To work alongside line manager to review and update documentation, systems and processes as required
- To support Home managers with assessments of current residents and advise on appropriate interventions if necessary
- To be willing and able to travel extensively throughout the country at short notice in response to referrals
- Manage the appropriate maintenance of records and personal information in line with the Data Protection Act and to the standards required by Information Governance

**Support Transition By:**

- Share information with individual Home Managers to ensure they have sufficient information to develop and implement a Person Centred transition plan

**Achieve Partnership Working By:**

- Maintaining effective links with line manager and relevant Home Managers as required
- Developing positive working relationships with the person being assessed and their families
- Developing and maintaining positive partnerships with service commissioners.
- Maximising effective partnerships with mainstream and specialist services e.g. Health, Education, Employment, Leisure etc.
- Contributing to joint initiatives as required e.g. Person Centred Plans, Health Action Plans.
- Celebrating and sharing successes

**Equality and Diversity:**
- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious or philosophical belief.
- To ensure that the service provided respects the individual as an adult and equal citizen.
- Support people to express their individuality and uniqueness in all areas of life.

**General:**
- To be able to manage your time effectively
- To prioritise your workload in agreement with line manager
- To work alongside colleagues as part of a team
- To undertake training as required by the company and for personal self development
- To contribute to training programme as appropriate and in line with knowledge and skills
- To be an ambassador of Home from Home care

**Qualifications and experience required for this role:**
See Person Specification

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes*
### ASSESSMENT OFFICER – PERSON SPECIFICATION

#### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
<th>Testing Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications</td>
<td>- A recognised qualification in either management, Social work or health care</td>
<td>IT NVQ 4</td>
<td>Certificate Application form</td>
</tr>
</tbody>
</table>
| 2. Experience | - Experience of working with adults with LD  
- Experience of carrying out assessments  
- Working in partnership with other professionals e.g. health, local authority  
- Experience of working in a team | - Health issues in relation to people with Learning Disabilities                               | Application form  
Interview Questions                             |
| 3. Knowledge | - Relevant legislation  
- Valuing People  
- Person Centred Approaches | | Application form  
Interview questions                                  |
| 4. Skills | - IT literate word and excel  
- Report writing  
- Excellent communication abilities  
- Ability to prioritise work | - Ability to contribute to a comprehensive training programme.                                        | Application Form  
Interview questions                             |
| 6. Personal Qualities | - Ability to work in a way which reflects the Home From Home Care ethos  
- Ability to develop and promote positive working relationships with individual users of the service, their carers and professional colleagues  
- Work practice which encompasses Equal opportunities and anti oppressive practice  
- Promotion of advocacy  
- Ability to work under pressure while recognizing it in self and others | | Interview questions |
| 7. Other | - To be able to work flexibly and travel between dispersed locations | | Application Form  
Interview questions |

Home from Home Care.
- 1 of 1 -
1a) Parent/Carer or a person with a learning disability requests an assessment.

1b) Care Manager contacts Home From Home Care to make a referral.

2) Care Manager requests an assessment to be carried out by Home From Home Care (Week 1).

3) Visits to be arranged to meet the person and other relevant people. (Week 2)

4) Needs led assessment report is completed. (Week 3)

5) Decision making Panel Meet (Week 4)

6a) Placement not appropriate, discuss outcomes with care manager. (Week 4)

6b) Yes, placement appropriate – Offer Letter Sent to Care Manager (Week 4)

7) Agree Transition Plans (Week 5)

N.B. The timescales may vary, depending on each individual.