

## Job Description

**Department:** Adult Social Care

**Division/Section:** Home Service Delivery Model

**Job Title:** Caseworker

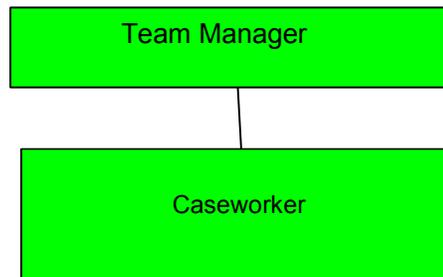
**Post No:**

**Grade:** 8

**Reports to:** Team Manager

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



Does the post  
involve working  
in regulated or  
controlled  
activity with  
children or  
vulnerable  
adults?  
CRB Check  
applicable?

Regulated  Controlled  Neither

Standard  Enhanced  None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect  
of declaration of spent convictions?

Yes  No

**Line Management  
responsibility for:**

**No. of direct reports:** None

**No. of indirect reports:** None

**Size of budget:**

**N/A state whether *accountable* for (i.e.budget holder)  
or *accounting* for (e.g. monitoring)**

- Job Purpose:**
- ❖ To visit clients in their own homes who have a wide range of health, social and housing issues to undertake assessments. Establish how their needs can be met by empowering the client, promoting their independence, ensuring dignity and safety. (clinical supervision will be provided by an Occupational Therapist)
  - ❖ Manage a caseload using initiative and problem solving skills to deliver client focused interventions. Identify funding opportunities and assist with grant applications
  - ❖ To inform clients of the processes to improve their housing conditions by home adaptations or repairs.
  - ❖ To provide a customer focussed, flexible, sensitive and responsive service.

**Main Duties and Responsibilities:**

1. Use reasoning and negotiation skills to establish a therapeutic relationship.
2. Take into account the views and wishes of service users, carers and families and provide support, advice and manage expectations.
3. Develop an understanding of a wide range of medical conditions and their impact on the client's health, housing and social issues.
4. Have a working knowledge of :
  - a. Health, Housing & Social Care.
  - b. The Care Act 2014
  - c. Housing Legislation, relevant external guidance governing Home Improvement Agencies.
  - d. Peterborough City Council Standing Orders and Financial Regulations.
5. To undertake assessment and analyse information to formulate an intervention plan which reduces the consequences of disability, deteriorating conditions and poor housing.
6. To have a working knowledge of the departments safeguarding policy and procedures which support the protection of vulnerable adults.
7. To assess and arrange for the provision of standard and specialist equipment. Obtaining authorisation where appropriate. Instruct / demonstrate the use equipment and techniques to optimise the service users functional ability and independence.
8. To provide advice / undertake or assist the client in respect of a range of minor aids, adaptations and assistive technology their use and application.
9. The assessment process and clinical reasoning for disabled facility installations and related grant applications.
10. To understand the eligibility criteria for Welfare Benefits e.g. identify shortfalls and advise where to claim and/or seek further advice.
11. To obtain proof of passporting benefits and / or collate sufficient financial/Housing information for means testing, understand how changes in client circumstances can alter outcomes. How to address any contribution towards grant assistance and alternative sources of funding.
12. To obtain quotes adaptations and submit invoices for payment when installations are complete and for purpose.
13. To evidence and present financial information in a clear manner when submitting grant application packages on behalf of the clients.
14. To provide support to clients reviewing current intervention making recommendations and referrals to ensure continued support is provided where necessary, including support for other identified needs and onward referral to other services.
15. To actively network / liaise with internal and external stakeholders and promote the service at public events and meetings.
16. To support the "Handyperson Scheme".
17. To 'case manage' clients, colleagues, contractors and other relevant parties to ensure work is not

subject to unnecessary delays.

18. Organise, plan and review personal workload. Maintain accurate records utilising IT skills to input and retrieve data on various computer systems in line with processes and procedures.
19. Have an understanding of the basic principles of housing construction relevant to adaptations, repairs.
20. To provide cover for other team members during periods of absence and support student and new staff members.
21. To update and maintain skills and knowledge, especially in respect of Service developments, as required for Continuing Professional Development. Attend team meetings and in-service training sessions as they relate to the job and the Council's training policy.
22. To adhere to and apply the Code of Ethics and Professional Conduct for Occupational Therapists (College of Occupational Therapists 2015), under the guidance of a supervising Occupational Therapist.
23. To participate in regular supervision and appraisal to ensure best practice. To identify more complex cases and refer them to the Surveyor, Occupational Therapist or Manager as appropriate.
24. To contribute to Service evaluation via the compilation of statistics and outcome measures and suggest / support improvements.

**Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** 7/2/2017      **COMPLETED BY:** Russ Carr