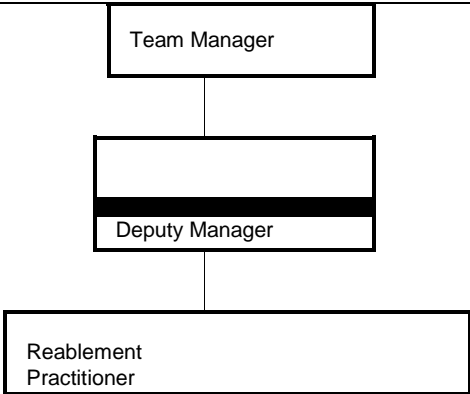


## Job Description

|   |   |
|---|---|
| <b>Department:</b>  | Reablement  |
| <b>Division/Section:</b>  | People & Communities  |
| <b>Job Title:</b>   | Reablement Practitioner   |
| <b>Post No:</b>   |   |
| <b>Grade:</b>   | Grade 9   |
| <b>Reports to:</b>  | Team Manager/Deputy Manager   |
| <b>Organisation Chart:</b><br>Show immediate manager and any jobs reporting to this post. |  <pre> graph TD     TM[Team Manager] --- DM[Deputy Manager]     DM --- RP[Reablement Practitioner]             </pre> |
| <b>DBS Check applicable?</b>  | Basic <input type="checkbox"/> Standard <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> None <input type="checkbox"/>   |
|   | Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?<br>Yes <input type="checkbox"/> <b>No</b> <input type="checkbox"/>                        |
| <b>Line Management responsibility for:</b>  | No. of direct reports: 6-8 Reablement Support Workers for 1:1 supervision<br><br>No. of indirect reports: maximum number of 15 indirect reports at any one time.  |
| <b>Size of budget:</b>  | This post is not accountable for a budget.  |

|                     |  |
|---------------------|--|
| <b>Job Purpose:</b> | <p>Daily Management and supervision of the reablement support workers. This involves the coordination of referrals and assessments so that goal/care plans are developed in a personal centred approach. Ensuring we are working as part of a multidisciplinary team with the purpose of enabling clients to stay in their own homes and facilitate timely hospital discharge and prevent hospital admissions.</p> <p>To provide a comprehensive Risk Assessment &amp; Home checklist ensuring their home will support their independence goals. Working with a range of professionals both in the hospital and community setting to ensure client is safe at home.</p> <p>To resolve any issues which they find upon first visit of the client, including medication, home environment and equipment.</p> <p>To provide a holistic assessment of a service users' needs in order to establish their personal centred Goal/care plan on Day 1 of entering the Reablement service.</p> <p>Provisions of timely Supervision of Reablement Support Workers to ensure development of staff skills/knowledge to ensure a high quality of service is delivered to clients, ensuring staff are trained to their appropriate level, maintaining their compliance with training</p> |
|---------------------|--|

### Main Duties and Responsibilities:

- To be the first point of contact for new referrals to Reablement. Initial assessment within the Hospital setting and allocation of needs to ensure effective discharge. To ensure that discharge is effective by signposting/arranging support for other teams/voluntary organisations for help with shopping, cleaning, transport supports needs.
- To provide a holistic assessment of a service users' needs in order to establish their person centred Goal/care plan on Day 1 of entering the Reablement service.
- To resolve any issues which they find upon first visit of the client, including medication, home environment and equipment.
- To work on own initiative to solve problems that they find on first visit to the client, these could range from unsafe hospital discharges to finding a client is a hoarder. Liaise and work with a whole range of professionals from both the hospital and the community, including GPs, nurses, Occupational Therapists, Social Workers and Environmental Health Officers.
- To complete medication and risk assessments, in accordance with the agreed policy and procedures and maintain appropriate records. To be CQC compliant in practice standards of recording on Goal assessments, MAR charts and appropriate escalations of concerns e.g. safeguarding
- To complete manual handling risk assessments effectively and liaise with the teams Occupational Therapist and other team members where necessary, to ensure effective care is delivered and safe practice delivered.
- Providing 1:1 supervision of up to 8 Reablement Support workers, who are delivering care & support to clients in their own homes. Completing supervision sessions, on-patch monitoring and yearly PDR's.
- Completion of 'On patch' supervisions with Reablement Support workers, including the monitoring of medication compliance.
- Working as part of a multidisciplinary team, promoting effective communication between other internal teams and outside agencies to arrange the reablement support process.
- Management of staff absence, providing immediate cover where necessary and arranging further cover for their continued absence. Providing the Reablement Assistant Manager comprehensive communication regarding staff absence to ensure their sickness and any performance issues are dealt with timely and in accordance with PCC Policies and Procedures.

|            |                            |                            |
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- Decision making of situations/matters of concern which need escalation to the Emergency Duty Team or the Adult Social Care 'Manager on call' during out of hours.
- Give advice, and review, the delivery of services to clients in their own homes, ensuring that reablement goals are being worked towards and that levels of support/care are appropriate and tailored to meet client's needs to ensure they reach their maximum independence.
- To keep accurate records of staff training and development needs, and arrange training updates as required.
- To take responsibility for participating in own supervision sessions and one's own continuing professional development.
- Under guidance and in accordance with the Reablement Team Manager contribute to the development of the Reablement Service.
- To work within a rota that cover's early, late and flexi shifts that enables the service to deliver an efficient and effective workforce across the whole working hours. When working on the 'flexi' part of the rota, you may be called upon to cover other absent hours of the shift, e.g. and early or late shift

|                                  |   |
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| <b>Generic Responsibilities:</b> | <p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>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.</p>  |
| <b>Flexibility Clause:</b>       | <p>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.</p>   |
| <b>Variation Clause:</b>         | <p>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 post holder.</p> <p>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.</p> |

**DATE:** 15/07/219

**COMPLETED BY:** Laura King

**PETERBOROUGH**



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| Version: 1 | Date Issued: February 2017 | Review Date: February 2019 |
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## Person Specification

|                   |                         |                      |                 |
|-------------------|-------------------------|----------------------|-----------------|
| <b>JOB TITLE:</b> | Reablement Practitioner | <b>POST NO:</b>      |                 |
| <b>GRADE:</b>     | Grade 9                 | <b>DEPARTMENT:</b>   | Reablement Team |
| <b>HOURS</b>      | 37                      |                      |                 |
| <b>DIVISION:</b>  | People & Communities    | <b>DIRECTOR:</b>     | Charlotte Black |
| <b>DATE:</b>      | 15.07.2019              | <b>COMPLETED BY:</b> | Laura King      |

| ATTRIBUTES                    | ESSENTIAL CRITERIA   | DESIRABLE CRITERIA  |
|-------------------------------|--|---|
| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>● Knowledge/understanding of principles of good care practice, direct care of older people/people with disabilities in any setting</li> <li>● Knowledge of risk assessment management</li> <li>● Knowledge of the Care Act</li> <li>● Knowledge of the Care Quality Commission standards for domiciliary care providers (AI)</li> <li>● Basic Knowledge of Infection Control Procedures</li> <li>● Knowledge of Health &amp; Safety Policy/legislation</li> </ul>   | <ul style="list-style-type: none"> <li>● Knowledge of Reablement Services/Delivery</li> <li>● Knowledge of Electronic scheduling systems</li> </ul> |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>● Excellent interpersonal, written and verbal communication skills</li> <li>● Competent IT Skills</li> <li>● Ability to identify potential abuse, with the ability to confidently report safeguarding concerns and have a sound understanding of the actions required to ensure the safety of the service user.</li> <li>● Ability to complete Assessments of need and goal setting with clients. Completion of manual handling/environmental risk assessment, medication assessments.</li> <li>● The ability to supervisor workers and provide mentorship to improve performance and support new staff development.</li> <li>● Ability to establish and maintain effective relationships with internal and external colleagues/agencies</li> <li>● To be able to work effective in a face paced environment and have the ability to re-prioritise through the working day.</li> <li>● Ability to work on own initiative and solve</li> </ul> | <ul style="list-style-type: none"> <li>● Effective organisational, problem solving and decision making skills</li> </ul>                            |
|                               | problems in a changing environment to ensure clients are safe  |   |

|                               |  |   |
|-------------------------------|--|---|
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>• Good knowledge of social care assessment</li> <li>• Experience of hands on delivery of support in the community.</li> <li>• Experience of partnership working within and across various teams and agencies.</li> <li>• Experience of working alongside people with complex needs, who may have challenging behaviour/health and in poor housing conditions</li> <li>• Experience of staff supervision and performance monitoring</li> </ul> |   |
| <b>QUALIFICATIONS</b>         | <ul style="list-style-type: none"> <li>• Experience of conducting assessments including risk assessments.</li> <li>• A level in English and Maths or equivalent experience</li> </ul>  | <ul style="list-style-type: none"> <li>• NVQ III or Health and Social Care Diploma or equivalent qualification</li> </ul> |
| <b>PERSONAL CIRCUMSTANCES</b> | <ul style="list-style-type: none"> <li>• Willingness to undertake and maintain own continuing professional development and attend relevant training and developmental activities.</li> <li>• Full Driving License</li> <li>• Work a rota covering early, late and flexi shift</li> </ul>   |   |
| <b>EQUALITY</b>               | Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities   |   |
| <b>CUSTOMER CARE</b>          | Knowledge and understanding of effective customer care   |   |

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*