

Job Description

JOB TITLE:	Reablement Officer
GRADE:	D
POST NUMBER:	Various
DIRECTORATE:	Health and Adult Social Care
SERVICE:	Adult Social Care
RESPONSIBLE TO :	Reablement Locality Coordinators
RESPONSIBLE FOR:	N/A
	This post requires a DBS check: Enhanced with Barred list check (Adult Workforce) This post is not politically restricted
JOB SUMMARY:	To work with the service user, to promote independence both within and outside of the home environment by supporting them in achieving outcome focussed reablement goals.
ROLE REQUIREMENTS:	1. Work with the person, family and carers, professionals, as necessary, to deliver planned Reablement programmes to help the person maximise their independence and where possible, prevent hospital admission and reduce the need for longer term support. 2. To maintain the service user's dignity, choice and control at all times and advise the manager immediately of any concerns including safeguarding and neglect. 3. Ensure safeguarding, health and safety and risk management principles and practice are embedded in all aspects of Reablement delivery. 4. To communicate effectively and sensitively with people and carers, regardless of their spoken language or communication status. Adapt communication techniques as the situation demands making best use of Directorate informational resources and other methods of communication.
CORPORATE RESPONSIBILITIES	5. Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach. 6. Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented. 7. Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.

	8. Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role. 9. Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff. 10. Adherence to the council's commitment to the health, safety and welfare at work policy. Health and safety responsibilities include: always ensuring that duties and responsibilities are carried out in accordance with the Council's Policies and Procedures including Financial Regulations, Standing Orders, Workforce & Organisational Policies and Procedures, the Council's Health & Safety Policy.
PEOPLE	11. Develop and maintain effective working relationships with the First Response Service, Longer Term Support Services, Health Services, non-ASC Services and private and third sector agencies to ensure clear communication and smooth transition of people through available pathways.
SERVICE	12. Monitor service user's progress and contribute to the review process, updating all relevant documentation as required.
PERFORMANCE	13. Maintain the Directorate's records and other data accordingly ensuring that it meets the relevant and stated levels of accuracy, quality and timeliness required and complies with statutory requirements, whilst maintaining confidentiality. 14. Provide Reablement learning and guidance to service users and their carers in respect of daily living including personal care, meal preparation, looking after their home, travel in accordance with the support plan.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of Reablement Officer		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	1. Basic understanding of the role/remit of Reablement in promoting independence and reducing the need for ongoing longer-term support	E	A/I/T
	2. Basic knowledge of conditions that lead to a reduction in people's functioning	E	A/I
	3. Good working knowledge of basic equipment required to support the provision of Reablement programmes	E	A/I
	4. Good working knowledge of Adult Social Care policies and practice	D	A/I
Qualifications & Experience	5. Experience of working in a social care setting.	E	A/I
	6. Hold NVQ level 2 in Health and Social Care and/or Care Certificate	E	A/I
Living the TOWER Values sets out the essential behaviours required of all staff. They are aligned to the organisation's five TOWER Values			
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	7. Work co-operatively as part of a team and under the direction of senior staff, as required	E	A/I
	8. Retain composure and a professional approach when dealing with challenging scenarios	E	A/I
	9. Liaise effectively with other professionals, agencies and organisations	E	A/I
	10. Good written and verbal communication and presentation skills	E	A/I/T
We are OPEN and transparent	11. Share resources, ideas and experiences with other team	D	A/I

	members and participate in the learning of others		
We are WILLING to challenge, innovate and be accountable	12. IT literate or willing to undertake further training as required 13. A willingness to undertake continuous professional development or training as required	E E	A/I/T A/I
We empower each other to be EXCELLENT and go the extra mile	14. Deliver a high-quality, person-centred service ensuring courteous and sensitive verbal, written and non-verbal communication to a wide range of people. 15. Manage a demanding workload and effectively prioritise tasks to deliver timely outcomes 16. Think laterally and seek out creative and innovative solutions and make clear and evidenced decisions	E E D	A/I A/I A/I
We RESPECT all communities; they are the heart of everything we do	17. Experience of promoting access to services and to ensure high quality of services which are relevant to the diverse communities within Tower Hamlets 18. Understanding of policy and procedures relating to equality and diversity within the workplace and ensuring adherence to these policies with people, carers and colleagues.	D E	A/I A/I
Additional Requirements	19. To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible. 20. To comply with the requirement to carry out a DBS check on this role.	D E	A/I A/I