

Job Capsule Supplementary Information: Access & Support Officer (Learning Disability)

This supplementary information for Access & Support Officer is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 1

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The post holder will be a flexible resource within the Integrated Learning Disabilities Service to ensure all requests for advice and assistance can be dealt with promptly and efficiently.

To undertake scheduled strengths based reviews of customers as appropriate, working with the customer to think creatively about available community resources & support options, with a focus on promoting independence, wherever possible.

You will support Social Workers and health professionals to provide practical support and assistance where this will help address the needs of customers; provide practical support to address delays in the service, promoting effective joint working and drawing in other agencies and organisations that could assist the person with a learning disability.

You will have a flexible, strengths based and creative approach to care provision;

To build strong relationships with specialists, support groups and networks to strengthen support available to service users and their families; to respond flexibly to the needs of the team, carrying out any duties as identified by the team manager or lead practitioners

To assist vulnerable adults to: overcome barriers to their independence; receive personalised support that enables them to meet their assessed needs; are protected and safeguarded and are effectively managing their own risks and capacity.

Example outcomes or objectives that this role will deliver:

- Take and respond to calls from the public, providing screening input, information and advice and appropriate escalation when required.
- Undertake scheduled assessment and reviews of customers as appropriate working with the customer to think creatively about alternative support options, with a focus on promoting independence wherever possible.
- To assist identified customers with all aspects of housing allocation and resettlement process as necessary.

- Work with Social Workers, Occupational therapists, health professionals and other appropriate services / staff including Housing managers to provide practical support and assistance where this will help address the needs of customers
- Provide practical support to address delays in the service, promoting effective joint working and drawing in other agencies and organisations that could assist the customer
- Assess customers, and if eligible provide creative support planning which recognises a customer's personal networks and assets. Other interventions might include the provision of care, equipment and adaptations, information and advice and onward referrals.
- To build strong relationships with specialists, support groups and networks to strengthen support available to service users and their families
- To respond flexibly to the needs of the team, carrying out any duties as identified by the team manager or lead practitioners.
- Provide support to customers in identifying and maximising community and other support resources (e.g. family, friends and neighbours and third sector providers)
- Understanding of safeguarding awareness and the ability to identify safeguarding concerns as and when they arise.

People Management Responsibilities:

None

Relationships:

- Work with health and social care colleagues to facilitate excellent support to people with a learning disability in an integrated way across all health and care services
- Understand the role of other services in supporting people with learning disabilities and being able to influence their work, in partnership where that would help the customer.
- You will liaise with multiple stake-holders which include management, health professionals and other organisations particularly those in the voluntary and community sector

Work Environment:

- The post holder will be expected to:
 - work flexibly across the service responding to changes in demand and move location in order to achieve a seamless management response
 - work in any area according to the needs of the service
 - manage a constantly varying workload, handling changing or conflicting priorities as a result

- work to deadlines to ensure a regular throughput of work individually and by the team as a whole
- work with customers with complex and challenging needs
- work in a demanding and stressful work environment
- undertake appropriate learning and development activities as required

Technical Knowledge and Experience:

Essential

- Understanding needs of people with learning disabilities and other social care customers and their carers
- Ability to communicate with people with learning disabilities and their carers and assess the needs of service users whilst balancing risk with the promotion of independence
- Ability to communicate effectively with colleagues and partners from other organisations and agencies, particularly provider services, around the needs of social care customers
- Ability to work flexibly, juggling priorities and adapt to changes in demand in the service
- Ability to balance conflicting priorities; work under pressure to deadlines whilst maintaining a focus on key service priorities

Desirable

- Ability to work within budgetary constraint
- Able to integrate an equalities, social inclusion and valuing diversity approach to service delivery
- Knowledge of local health, housing and community provision for customers
- Understanding of the hospital discharge process and the impact on service users
- Changes to legislation and practice particularly in relation to health provision as it affects social care
- Experience of working within a social care or health setting, preferably with people with learning disabilities
- Experience of providing advice and information to members of the public
- Experience of working with, or caring for, adults in a paid or voluntary capacity

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

Structure Chart

