



## Job profile

# Assessing Officer

## Grade H

**Group: Children, Adults & Families**  
**Service: Adult Social Care - MAART**  
**Location: Civic Centre**  
**Line Manager: Senior Practitioner / Team Manager**  
**Car User Status: Casual**

### Job Purpose

MAART provides an early intervention for Gateshead residents who are experiencing chaotic lifestyles, multiple exclusions and negative social outcomes for themselves, families and communities but who may not meet eligibility criteria under the Care Act and are not engaging with services.

The role of the MAART is to bring together key partners and forge stronger links with other agencies which enables information to be shared quickly and effectively and allows better informed decisions and actions to be made by all involved.

You will work in a multi-agency environment across a wide range of subjects including, homelessness, substance misuse, sexual exploitation, mental health, self-neglect (including hoarding) and mate crime.

The posts are highly specialist which require a great deal of skill, knowledge and resilience. It is essential that you have direct experience of working with adults (and their carers) who present with multiple vulnerabilities, such as substance misuse, mental ill-health and those at risk of sexual exploitation.

One post will predominantly work in the area of sexual exploitation and the other post will work in the field of substance misuse.

### The key roles of this post will include:

1. To undertake a range of assessments and interventions with adults and/or their carers. The nature of this involvement will be dependent upon the area in which the post holder works and will be commensurate with the grade of the post as determined by the Line Manager. As such there may be occasions when cases are jointly worked with qualified staff such as Social Workers, Nurses and police. Assessments will take place in a variety of settings including the community, hospital setting and residential/nursing placements.
2. Where appropriate and under the direction of the Line Manager, to undertake additional assessments for instance; mental capacity assessments, best interest

assessments and risk assessments. This is to be undertaken in accordance with relevant legislation i.e. Mental Capacity Act 2005.

3. To have an active caseload commensurate with area of work and the experience and skill level of the post holder - this will be identified by the Line Manager in relation to the specific area the post holder works in. The post holder's caseload will be managed with supervision and advice from their Line Manager.
4. To undertake reviews of cases to ensure that the adult/carer continues to be eligible for services provided by the Local Authority and that these services are the most appropriate resource to meet these eligible needs.
5. To participate in and undertake duty functions which may include responding to urgent referrals as and when is required. The nature of this role will be dependent upon the specific team the post holder is based in and will be under the guidance and supervision of the Line Manager.
6. To identify a range of packages of care that will meet the adult's/carer's eligible need and ensure that the Local Authorities budget is spent appropriately. In relation to this, the post holder is expected where appropriate to support the use of Direct Payments and Self-Directed Support.
7. To undertake mandatory and other training as required by the Local Authority and in some circumstances as identified by the Line Manager.
8. To work in an effective partnership with other agencies and professionals.
9. To undertake any other duties/responsibilities which are appropriate to the grade of this post. Due to the nature of the role this may include working across teams and locations and outside of standard working hours.



## Knowledge & Qualifications

### Essential:

- Knowledge of relevant legislation including The Care Act 2014, The Mental Health Act (amended 2007) and its interface with The Mental Capacity Act 2005, Deprivation of Liberty Safeguards, while having an understanding of the local authority's statutory responsibilities.
- The management and organisation of workload including the ability to appropriately prioritise tasks and manage competing demands
- Good IT skills
- Excellent communication skills
- The ability to work as a team member but also to use own initiative
- Ability to identify when support/advice/guidance is required
- A commitment to anti-oppressive practice, equal opportunities and inter-agency working
- Ability to make accurate recording of case observations

### Experience

- Experience of working with adults (and their carers) who present with multiple vulnerabilities, such as substance misuse, mental ill-health and those at risk of sexual exploitation.
- Experience of providing support, advice and awareness raising through training and education within this complex area.
- Experience of undertaking assessments, applying relevant criteria and where necessary identifying appropriate services to meet eligible needs
- Experience of managing risk and being involved in Adult safeguarding processes

### Qualifications

- English and Maths qualifications to Grade 4 or C GCSE or equivalent
- Willingness to work towards a qualification relevant to the role of Assessing Officer
- Commitment to continuous professional development
- A willingness to undertake relevant training as required by the Local Authority
- Current driving licence and access to a car or means to mobility support

## Desirable:

### Knowledge

- Knowledge of specialist safeguarding adult legislation and public protection legislation, national frameworks relevant to the area of expertise and its application into practice.

### Experience

- Multi-disciplinary working across a range of client groups

### Qualifications

- Appropriate Health or Social Care qualification



## Competencies

### Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

### Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### Team Working

Works with others to achieve results and develop good working relationships

### Making things happen

Takes responsibility for personal organisation and achieving results

**Flexibility**

Adapts to change and works effectively in a variety of situations

**Learning and Development**

Actively improves by developing and applying new skills and knowledge and learns from past experiences