Job description

Job title:	Assessment Support Co-ordinator / Shared Lives Officer
Grade:	Grade 8
Job evaluation reference:	HS528
Job family:	Health & Social Care

Purpose and impact

1. Under the direction of the Area Practice/Locality/Specialist Manager and Advanced and Experienced Practitioners, to provide an assessment, support planning and review service in order to ensure that:

    - vulnerable people are safeguarded and supported in managing risk
    - person centred outcomes and support requirements are identified, and
    - customers are encouraged and enabled to live healthy and independent lives for as long as possible.

2. To work closely with colleagues in the health, early help, community and voluntary sectors ensuring that person centred outcomes are met in ways which utilise available resources as effectively as possible.

3. To work within organisational policy and legislative requirements.

Key responsibilities

4. Under the direction and supervision of an Area Practice/Locality/Specialist Manager and Experienced or Advanced Practitioners, undertake allocated assessments requiring detailed assessment and problem-solving – this could require complex person-centred support planning and reviews.

5. Whilst required to act autonomously, coaching and professional expertise and practice support will be provided by the Area Practice/Locality/Specialist Manager or Advanced and/or Experienced Practitioners to support decision making.

6. To undertake straightforward financial assessment and provision of welfare benefits advice signposting to specialist services where appropriate.

7. To provide information, advice and signposting to help people stay healthy, plan for their future needs, use services effectively, take responsibility for their own health and care.

8. To ensure assessment outcomes are planned to maximise the impact of prevention and recovery services to support independence.

9. To encourage and support people to look after themselves, their families and their communities promoting choice and control for people and the use of personal budgets and direct payments.



10. To work jointly with colleagues in early help and in the voluntary sector to identify local resources and voluntary services which can contribute to healthy communities and deliver person centred outcomes.

11. To assist people to have realistic expectations about the support and care that the Council is able to offer, through involvement and communication and ensure the most effective and targeted use of resources to meet customer outcomes.

12. To proactively support and actively contribute to the delivery of integrated health and social care services and to build effective relationships with health partners and the voluntary and community sector.

13. To attend team meetings and other meetings relevant to the work of the service group.

14. To operate within financial and budgetary guidelines.

15. To promote and safeguard the welfare of children and vulnerable adults alerting the Area Practice/Locality/Specialist Manager or Advanced/Experienced Practitioners of safeguarding concerns.

16. To undertake training and development as required.

17. To maintain records and input and maintain records on core computer systems as required and undertake training as necessary.

18. To provide work familiarisation and induction support to other team members or students.

19. To contribute to the provision of a response to civil emergencies as required.

20. To offer direct payments and personal budgets to eligible customers in order to help them to achieve identified outcomes for them and their carers making best use of financial and community resources.

21. Commission support packages where required.

22. To monitor and review on-going case requirements, adapting budgets or commissioned support to ensure delivery of assessed outcomes.

23. To undertake reviews and monitoring of ongoing requirements, adapting support plans to ensure delivery of assessed outcomes making the most effective use of resources.

24. To undertake financial assessments and provide early help signposting and straightforward welfare benefit advice.

25. To undertake allocated moving and handling assessments and assessments for building adaptations and equipment provision.

26. To participate in team duty and referral taking systems as directed.

27. In addition to the above, **Shared Lives Officers** are expected to monitor and review the compliance and safety of the provision of care and support in a Shared Lives placement. They must be able to evaluate whether remedy is required to address any concerns and take prompt action to address them. Joint working with commissioners



and healthcare providers will be essential in ensuring that the provision of care and support remains safe, effective and person-centred.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Appropriate Team Manager

Responsibility for: To assist with work familiarisation and induction support to other team members or students

Other factors

28. Occasionally required to demonstrate items of equipment to customers of small or medium value.

29. Responsible for use and safekeeping of data (although not full system accountability).

30. Office based with requirement to travel between localities and to respond to service demand working within the community, hospitals and prison setting. This may include working with partner organisations and differing customer groups.

31. Requirement to undertake lone working.

32. Subject to an Enhanced DBS check.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	**Assessed through:**
1. Four GCSEs (or equivalent) at grade C/4 or above including Maths and English or evidence of equivalent standard	Application form
Experience	
2. Previous on the job experience in a similar role i.e. practical experience and the ability to act autonomously and to access to professional expertise and support in decision making in cases which are not straightforward	Application form
3. Experience of successfully undertaking straightforward and moderately complex strength-based assessments including for care, equipment provision; moving and handling and adaptations	Application form
4. Experience of support planning to meet customers' outcomes making best use of financial and community resources	Application form
5. Experience in reviewing achievement of customer centred outcomes and promoting independence	Application form
6. Experience of making support plan adjustments or withdrawing support where appropriate	Application form
Knowledge	
7. Understanding of health and social care policy in relation to adults	Application form Interview Assessment
8. Knowledge and understanding of the effects of disability on one of the following groups: people with a physical or learning disability, older people, people experiencing mental health problems and or carers	Application form Interview Assessment
9. Knowledge and understanding of the ageing process	Application form Interview Assessment
10. Basic understanding of how living environments can have an impact on individual wellbeing	Application form Interview Assessment
11. Awareness of local community resources to support one or more adult groups	Application form Interview Assessment
12. Understanding of the roles of other health and social care professionals	Application form Interview Assessment
13. Understanding of anti-discriminatory working/policies	Application form Interview Assessment
14. Basic understanding of welfare benefits	Application form Interview Assessment



15. Understanding of the purpose of policy and procedures to support practice	Application form Interview Assessment
Skills and abilities	
16. Ability to communicate effectively both verbally and in writing	Interview Assessment
17. Ability to undertake detailed assessment, support planning and evaluation	Interview Assessment
18. Negotiation skills	Interview Assessment
19. Ability to manage risk and conflict	Interview Assessment
20. Ability to pass on information and signpost to services in an enabling way	Interview Assessment
21. Ability to work individually and as part of a team	Interview Assessment
22. Ability to promote customer independence	Interview Assessment
23. Ability to respond and adapt to change	Interview Assessment
24. Ability to represent team at a wide range of meetings	Interview Assessment
25. Computer literate	Interview Assessment
Our values	
26. Respect	Interview Assessment
27. Together	Interview Assessment
28. Accountability	Interview Assessment
29. Openness	Interview Assessment
30. Curiosity	Interview Assessment
Other	
31. Ability to fulfil the travel requirements of the post	Application form
32. An Enhanced DBS check is required	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	**Assessed through:**
33. Evidence of study of social care issues e.g. NVQ	Application form
Experience	
34. Experience of working as part of a team	Application form
35. Experience of working collaboratively with other agencies	Application form
36. Experience of assessments, support planning and reviews	Application form



Approval

Manager's job title:	Area Practice/Locality/Specialist Manager and Advanced/Experienced Practitioners
Date:	September 2025

