

## Assessor

### Job Summary

<b>Salary/Grade:</b>	B2 – £33,120-£37,936 plus £2,500 market supplement
<b>Job Title:</b>	Assessor
<b>Department:</b>	Self Directed Support
<b>Reports to:</b>	Self Directed Support Manager
<b>Reportees:</b>	None
<b>Location:</b>	This role is home based with extensive travel
<b>Employment Type:</b>	Permanent
<b>Hours of work:</b>	37 hours per week

### Overview

ILF Scotland is a Non-Departmental Scottish Public Body (NDPB) constituted as a company limited by guarantee. It was created following the closure of the UK ILF in June 2015 and has been administering Scottish ILF funding for existing fund recipients in Scotland and Northern Ireland since 1<sup>st</sup> July 2015.

ILF Scotland distributes annual funding of approximately £60m to support individual recipients to lead independent lives. The organisation consists of a staff team of around 66, who provide award management services for approximately 5,000 current fund recipients split between the 2015 Fund and Transition Fund.

The organisation is fully funded by and accountable to, Scottish and Northern Ireland Government Ministers via a Board of Directors. Directors are appointed by Scottish Ministers in-line with the Scottish Public Appointments process.

As a values based organisation, ILF Scotland takes a values led approach to legislative compliance where people and relationship building are a key focus.

## Job Purpose

This is a key role within Independent Living Fund Scotland promoting the principles of the ILF Scotland and achieve excellent outcomes for ILF Scotland recipients and their carers in ensuring choice, independence and social inclusion.

Predominantly this role will be to plan, organise and undertake ILF award assessments/reviews based on an outcome focused assessment of need/risk and using a strength's based approach is fundamental.

Working in partnership with ILF Scotland recipients and their families/carers, social work services and 3<sup>rd</sup> sector partners to resolve complex situations surrounding support arrangements and financial matters relating to the ILF Scotland award.

## Main Duties

### Responsibilities

- Plan, organise and undertake ILF award reviews, using a tri-party approach.
- Use a holistic approach in assessment of need/risk and make clear recommendations based on analysis of information gathered.
- Ensure issues regarding welfare rights, poverty, equality and diversity have been identified and addressed. Seek opportunities to maximise income and ensure recipients are in receipt of relevant welfare benefits and signpost accordingly.
- To ensure that allocated cases are completed liaising with partner organisations and other ILF Scotland colleagues with clear recommendations to ensure new awards are timeously processed.
- Prepare and submit comprehensive reports with clear recommendations that promote choice, control and independence.
- Work in a sensitive and empathetic manner at all times and in accordance with the fundamental principles of Independent Living Scotland.
- Work within ILF Scotland policy, legislative and procedural frameworks in response to concerns raised regarding use of ILF funding.
- Ability to communicate effectively both verbally and in writing with a range of individuals including recipients, carers and other professionals.

- Ability to work autonomously and independently, making decisions and taking responsibility for individual practice, seeking advice and support as necessary including 1:1 sessions with a line manager.
- To act as ambassadors for ILF Scotland in engagement with social care partners.
- To ensure public funds are being spent appropriately and to report fraud concerns if necessary.
- Ability to work as part of a team.
- Any other duties as reasonably required to meet the needs of the organisation.

### **Requirements**

- As a Registered Social Worker or Occupational Therapist, the post holder has a personal and professional responsibility to act in line with either the Health and Care Professions Council (HCPC) Standards of conduct, performance and ethics or the S.S.S.C. Code of Practice for Social Service Workers in Scotland or NISCC Standards for Social Workers, Social Care Workers and Social Work Students in Northern Ireland. In addition, it is expected that post holders will adhere to the Royal College of Occupational Therapy (RCOT) Code of Ethics and Professional Conduct , British Association of Social Workers (BASW) The Code of Ethics for Social Work.
- To adhere to the requirements of the NISSC and SSSC code of practice, ILF Scotland policies and procedures, health and safety policies and legislation.
- To be PVG registered and work in accordance with Adult, Child and Public Protection principles, legislation and procedures.
- Requirement to attend and contribute to peer support meetings, team meetings, practice days, development workshops and any other meetings or training that are deemed as required by the organisation.
- Maintain NISPCC/SSSC/HCPC standards for registration.

### **Development Work**

- To use knowledge, skills and understanding of the social care landscape across a range of development work within ILF Scotland involving policy and practice.
- To participate in community engagement to promote ILF Scotland in a variety of settings and act as an ambassador for the organisation.

- To continue on-going professional development required to maintain registration.
- Contribute to the development of service improvement to maintain high quality of service provision,
- Mentor new colleagues and provide shadowing opportunities to colleagues within the wider team.
- Commitment to ongoing professional development and training.

### **Problem Solving**

- Information gathering and critical analysis of social circumstances using skills and understanding of the social model of disability and adopting a strength's based approach to practice.
- Analysis and interpretation of information regarding financial records based on knowledge of social care and interface between HSCPT and ILF Scotland policies and procedures.

### **Autonomy**

- The post holder works autonomously and independently working within ILF legislative, policy and procedural framework
- The post holder exercises professional judgement in day-to-day cases including the interpretation and application of regulations, legislation, procedures and guidelines.
- The post holder is required to make independent decisions with regard to routine and complex situations.
- To support and contribute to decisions in relation to changing and improving the service.

### **Decision Making**

- The post holder is responsible for the delivery of professional recommendations relating to their allocated review works across Scotland. They are required to make all decisions pertinent to this delivery based upon their knowledge, skills and experience working within the frameworks and guidelines of both ILFS and HSCP/T's.

## Impact

- The post holder is responsible for the quality and accuracy of assessments relating to the social and economic circumstances of people who use the Fund.
- To ensure that ILF funding meets the identified outcomes of people who use the Fund.
- To encourage participation and inclusion using a person centered approach to in the assessment and review process as far as possible using appropriate communication aids when necessary.
- To promote choice, control and independence and for people who use the Fund.
- To identify needs and rights of carers and signpost to promote carers needs and rights.
- This role will interface, influence and engage with Health and Social Care Partnerships and Trusts (HSCPT's), social workers and third sector practitioners and providers.

## Experience, Skills and Knowledge

### Knowledge

- Detailed and up to date knowledge of current social care legislation, policy and procedures, social care assessment process, self-directed support framework and outcome focused support planning.
- Knowledge and skills in use of person centered planning is desirable.
- Good level of knowledge of the Independent Living Movement in Scotland and or Northern Ireland, and a personal and professional commitment to the social model of disability
- Excellent knowledge of current ILF Scotland policy and procedures.
- Professional knowledge and understanding of equality and diversity issues in Scotland and NI, and commitment to ILF Scotland's equality and diversity policy and practice framework

### Skills



- Compliance with the relevant codes of practice, i.e. NISCC/ SSSC / HCPC.
- Strong verbal and written communication skills, with the ability to build good working relationships in order to collaborate effectively, recognising and supporting the diversity of stakeholders.
- Excellent administration and organisational skills (including use of IT and being proficient in MS office applications)
- Ability to handling recipient contact and have difficult conversations in a compassionate and friendly manner, building trust with dignity and respect in line with ILF Scotland values.
- The ability and willingness to travel and a valid UK Driving license being desirable.

### Experience

- Registered Social Worker or Occupational Therapist with the NISCC/SSSC, Health and Care Professions Council (HCPC), alternative qualifications may be considered, depending on experience (SCQF10) alongside significant, considerable and relevant experience.