

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

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| Designation: | Enablement Officer | Grade: | Scale 3 |
| Reports to (Designation): | Fieldwork Manager | Grade: | PO1 |
| Directorate: | Adult Social Care & Health | Section: | Internal Provider Service/Enablement Care Team |

Main Purpose of the job:

Be responsible for assisting and enabling service users with personal, practical and social support activities of daily living that may include light domestic assistance.

Promote independence and choice for service users by assisting individuals to work towards their outcome focused enablement goals. This will involve support and encouragement in the participation of exercise plans and emotional support and guidance in the home as set out within their enablement plan.

Support and encourage service users to regain, maintain or develop daily living skills and the confidence to carry them out independently. This means a 'doing with' (working alongside service users) rather than a 'doing for' ethos.

To work and liaise with a range of therapists, social workers, and carers to promote and enhance the independence of the people who use our services.

Summary of Responsibilities and Personal Duties:

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1. Provide assistance and encouragement in managing an individual Enablement programme
2. Through observation and assistance, provide tailored enablement advice and guidance about daily living tasks to enable service users, with support from their carers, to regain their independence
3. Provide basic advice and information to service users on the range of services available to them or affecting them e.g. leisure, benefits etc.
4. Provide assistance with, or directly provide if necessary, a wide range of services including help with personal hygiene, showering or bathing, hair, nail and teeth care, dressing and undressing ensuring that universal infection control precautions are adhered to.
5. Provide assistance with managing continence, helping service users to use the toilet or commode and changing incontinence pads, emptying and changing catheter bags, colostomy bags as part of the enablement programme.
6. Assist service users to maintain an appropriate diet and fluid intake through advising and directly preparing meals and drinks if appropriate.

7. Provide support with medical tasks and the management of prescribed medication as part of the enablement programme and in line with the London Borough of Lewisham's policy on Medication Administration and local operational procedures.
8. Assist the service user in carrying out light general housework, vacuuming, dusting, changing bed linen, keeping kitchen bathroom and living areas clean and tidy.
9. Assist/guide the service user in dealing with personal laundry.
10. Work with families and carers to provide support and information, and where appropriate show the carers the safe skills of care and rehabilitation following the guidance set by the Therapist.
11. Monitor an individual's progress and provide regular feedback to the Fieldwork Officer/Fieldwork Manager or Key therapist on individual progress against goals. Participate in reviews where appropriate.
12. As a key worker, rapidly inform a Fieldwork Officer and other members of the multidisciplinary team of changes in the user's social, physical or medical status. Where appropriate undertake joint visits with other members of enablement or Health, e.g. district nursing and the GP.
13. Carry out moving and handling tasks in line with the London Borough of Lewisham's Policy on Moving and Handling. Check any Occupational therapy (OT) / mobility equipment and aids for signs of wear and tear and whether appropriate height and notify OT / Physio.
14. Maintain legible, up to date and accurate health and safety, risk and security records and reports in service users' home. Remove notes from the service users home when an episode of care has been completed and return to the office as required.
15. Maintain the individual's dignity, choice and control at all times, and advise the Fieldwork Officer/Manager immediately of any concerns e.g. safeguarding, neglect etc.
16. Bring to the notice of the Fieldwork Officer/Fieldwork Manager/Key Therapist any deterioration in the condition of the individual's living accommodation that could affect their safety, or the safety of members of staff, and report and complete accident reports where necessary.
17. Respond to crisis situations by summoning appropriate assistance e.g. GP/District Nurse/Ambulance.
18. Contribute to multidisciplinary review meetings by feeding back via the electronic record system.
19. Participate in the preparation of a Risk Assessment prior to the support commencing, and work within the identified Health & Safety guidelines identified.
20. Attend and participate in Team meetings as and when required
21. These duties reflect the skills and experience similar to those which would be performed by an experienced home carer, physiotherapy or occupational therapy assistant
22. Comply with the administration and financial requirements of the service

Internal Contacts: These include – the full Enablement Care team, Physiotherapists, Occupational Therapists, Social Workers, Brokerage, day care

External Contacts: These include - District Nurses, Pharmacists, Third Sector, Lead providers, LIMOS.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: NOT APPLICABLE

| Title: | Grade | No of posts |
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Number of partially managed staff: NOT APPLICABLE

| Title: | Grade | No of posts |
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PERSON SPECIFICATION

Job Title: Enablement Officer

Grade: Scale 3

Department: Adult Social Care & Health

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

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| Knowledge | |
| Able to demonstrate a basic understanding of the rehabilitation approach to working with people. | S |
| Able to demonstrate a basic understanding of the safe use of equipment and patient's personal property. | |
| | |
| Aptitude | |
| Undertake a range of care duties, record accurate observations | |
| Provide feedback via Electronic recording to be used in multi-disciplinary meetings concerning patient status. | |
| Ability to provide and receive routine information requiring tact or persuasive skills, where there may be barriers to understanding | |
| Acts on own initiative to deliver care in the community with appropriate use of supervision | |
| Able to communicate appropriately with a range of people from differing backgrounds and disabilities | |
| Motivate, encourage and support a person through their enablement plan | |
| | |
| Skills | To Be Tested – T |
| Skills can only be used as shortlisting criteria if the skill is to be tested | |
| Good verbal and written communication skills | |
| Good interpersonal skills | |
| Able to assess a users status and instigate emergency procedures, refer appropriately to a Manager | T |
| Implement individualised care plan. | T |
| Plans and organises work within the time allocated | |
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| Experience | |
| Significant experience of carrying out a range of caring tasks such as toileting, bathing, dressing, Medication management, meal preparation | |
| Experience of working as part of a team | |
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| General Education | |
| A good standard of literacy and numeracy | |
| Ability to communicate effectively in written and spoken English | |
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| Equality & Diversity | |
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| Awareness of and a commitment to Equality of Access and Opportunity in a diverse community | S |
| Understanding of how equality and diversity relates to this post | S |
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| Personal Qualities | |

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| Have a positive and enthusiastic approach to work | |
| Have a compassionate and flexible approach to meeting people's needs | |
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| Circumstances | |
| You will be required to work anywhere in the Lewisham borough. | |
| Willing to work flexibly within your contracted hours. | |
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| Physical | |
| Generally candidates must meet the standard Lewisham requirements for the post | |

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced** **X**

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)