



## Job Description

Post: Living Well Learning Disability Officer  
Responsible to: Manager People Matter IW  
Based at: Independent Living Centre, Newport  
Pay rate: £20500.00 per annum  
Fixed Term: To June 2020 in the first instance  
Hours of work: 35 hours per week, exclusive of a 30 minute lunch break. Some evening and weekend work may occasionally be needed for which time off in lieu will be given.

Background: The postholder will be working within the People Matter IW core team and be based at the Independent Living Centre/ Enterprise House with the expectation of taking part in collective training and meetings at alternative sites if required and be an active member of the Living Well Team. The postholder will also work closely with Local Statutory services and other third sector partner organisations to provide collaborative services, supporting them to undertake their role.

### Objectives

- Liaise with those already in residential care to offer them other choices and support them to access new housing/care opportunities available to them.
- Support development of shared lives and extra care housing
- Reduce pressure on ASC to build family choices/opportunities.
- Support people with Learning Disability to transition into adulthood.
- Liaising with a named person already identified to work with those in residential care who could be offered supported living accommodation.
- Work with other care professionals to offer choices and support them to access new housing/care opportunities available to them.
- Collect reliable data regarding people who have expressed a wish and aspiration to move from residential care, keep accurate records.

## Key Responsibilities

- To work collaboratively as part of a value based local integrated health, social care and voluntary sector team.
- To be cooperative, responsible and recognising everybody's value and contribution to forming integrated working practices.
- To be responsible for keeping accurate records and provide evaluation data required within the framework agreed by partners.
- Be able to explore community network opportunities to help and support a person to build their own new and existing sustainable social networks, offering choice that supports their action plan.
- Identifying cost effective solutions once an indicative budget has been identified
- Developing innovative ways of working to improve the coordination and quality of care provided resulting in improved outcomes.
- Reduce pressure on ASC to build family choices and opportunities.
- Support people to develop care plans, understanding goals and lifestyles.
- Ongoing management and review, put robust management information systems in place
- Provide advice and guidance
- To be proactive in receiving referrals, making contact with the referred person to arrange a guided conversation.
- Develop a set of goals and an action plan that the person feels will enhance their sense of wellbeing and help manage long term health conditions.
- Be able to provide accurate data to enable better strategic planning.
- People will feel more able to manage their own care by having more choice and control
- Faster and easier access to support services and community networking, limiting people going into crisis
- Reduced or delayed use of residential care, reduced re-referral rates to ASC

## Person Specification

**Job Title: Living Well Learning Disability Officer**

**Organisation: People Matter IW**

**Hours: 35 Hours per week**

**Contract: To June 2020 in the first instance**

Essential =E Application Form = A Desirable = D Test = T Interview = I		Source of Evidence
	<b>EXPERIENCE, direct work experience, other experience W=5</b>	
E	A range of administrative or related experience, with client contact being central to the role.	AI
E	Experience of providing support to vulnerable people, particularly those with Learning Disabilities.	AI
	<b>KNOWLEDGE, without which the job cannot be done effectively W = 5</b>	
E	Knowledge and awareness of issues relating to the Equality Act 2010, the Care Act and the Mental Capacity Act.	AI
E	Relevant knowledge of office practice and procedures	AI
E	Knowledge of Microsoft office Systems including Word, Excel, Outlook and Calendar	AT
D	Knowledge of relevant Health and Social Care services and voluntary organisations.	AI
	<b>SKILLS AND ABILITIES, essential/ capable of doing, desirable/able to train W=5</b>	
E	Ability to create and maintain a professional relationship with clients based on dignity, respect, equality and empowerment.	AI
E	High speed accurate word-processing and keyboard skills	AT
E	To be able to liaise and maintain a professional relationship with other professionals such as Adult Social Care/ Care/ Residential Homes and other voluntary sector organisations	AT
E	Ability to work under pressure and to short deadlines, to be creative, tolerant and adaptable	AT
E	Good communication skills, written and verbal	AIT
E	Ability to work effectively within a team of staff and volunteers	AI
E	Full driving licence and access to vehicle for work	AI
	<b>QUALIFICATIONS, TRAINING AND EDUCATION also identify training W=3</b>	
E	4 GCSEs Grade A-C or equivalent	A
D	RSA 1 word processing qualification, ECDL or equivalent	A

D	NVQ Level 3 Health and Social Care or similar relevant qualification	A
	<b>PERSONALITY, SOCIAL SKILLS, relationships, thinking style, disposition W=3</b>	
E	The ability to communicate effectively at all levels with all staff, volunteers, organisations and public	AI
E	Must be able to operate in a highly confidential and professional manner at all times	AI
E	Personal and professional integrity	AI
E	'Can Do' positive attitude and focus on achieving targets and outcomes	AI
E	Confident and approachable	AI
E	Calm, and able to prioritise effectively when under pressure	AI
E	Able to work as part of a team and confident to work alone	AI
E	Willing to work flexibly to meet the demands of the service including working evenings and weekends as required	AI