

AGE CONCERN WALTHAM FOREST

JOB DESCRIPTION: **CASE FINDING ASSESSOR (OLDER PEOPLE'S SERVICE DEVELOPMENT PROGRAMME IN WALTHAM FOREST) – PART TIME**

TITLE: **CASE FINDING ASSESSOR**

EMPLOYED BY: **AGE CONCERN WALTHAM FOREST**

RESPONSIBLE TO: **LEADER, CRISIS PREVENTION**

BASED AT: **ZENITH HOUSE, 210 CHURCH ROAD, LEYTON, E10 7JQ**

HOURS: **18 PER WEEK**

Purpose of Job

The Case Finding Assessor will be responsible, within an equal opportunities framework, for:

- Assessing Older People identified as at risk through the Older Peoples Services Development Programme questionnaire using initially the local single assessment tool, then the electronic tool when it comes on line.
- Referring older people to appropriate services across the health / social services / voluntary sector continuum as appropriate
- Undertaking robust data collection
- Promoting the independence of older people in Waltham Forest through community based services which are accessible, integrated and innovative
- Promoting a culture of cross-sector working which has feedback, organisational learning and service improvement at its core
- Understanding and actively promoting Age Concern Waltham Forest's policies, including its Equal Opportunities Policy, in all aspects of the work.

Scope of the Job

The Older People's Service Development Programme in Waltham Forest is a successful, high-profile collaborative programme.

The postholder will require considerable commitment to the programme to ensure its impetus and high standards are maintained.

The postholder will be expected to work throughout the London Borough of Waltham Forest. S/he will be required to attend meetings / training events in London and, on occasion, further afield.

The postholder will be expected to work as necessary in the evenings and occasionally at weekends.

Tasks of the Job

1. To undertake the assessment of older people in the community identified as being at risk through the Older People's Service Development Programme questionnaire, using initially the local single assessment tool then the electronic tool when it comes on line.
2. To refer older people to appropriate services across the health / social services / voluntary sector continuum as appropriate.
3. To undertake robust data collection of the service as required.
4. To write reports on the service as requested.
5. To promote the independence of older people in Waltham Forest through community based services, which are accessible, integrated and innovative.
6. To identify gaps in services.
7. To support the Older People's Service Development Programme in Waltham Forest, working closely with other Team Members and collaborative partners.
8. To maintain case finding standards, systems and procedures for single assessment, referral, monitoring and feedback.
9. To encourage the development and spread of good practice within the London Older People's Service Development Programme and throughout all sectors in the London Borough of Waltham Forest.
10. Through partnership arrangements, to support a culture of cross-sector working which has feedback, organisational learning and service improvement at its core.
11. To undertake the day-to-day administration of the case finding project in the Leader, Crisis Prevention's absence.
12. To be responsible for following financial regulations.

13. To be responsible for your personal, professional development and for maintaining good practice in liaison with the Leader, Crisis Prevention.
14. To follow Codes of Practice such as Health and Safety at Work, Diversity etc.
15. To understand and actively promote Age Concern Waltham Forest's policies, including its Equal Opportunities Policy, in all aspects of your work.
16. To represent Age Concern Waltham Forest and to collaborate at appropriate meetings / events as requested.
17. To attend staff meetings, training events, regular supervision and an annual appraisal.
18. To be self-administering using ICT as appropriate.
19. To carry out duties of a similar nature and level as requested.

June 2008