



JOB DESCRIPTION / SPECIFICATION

Post: Social Care Trusted Assessor

Reporting To: Chief Executive– Sharon Davies

Main Purposes of the Job:

Improve hospital discharge arrangements from Lister Hospital to Care Homes/Social Care:

- a. Reduce time from patient becoming medically fit to arriving at care homes
- b. Reduce misunderstandings and miscommunications between hospital and care settings.

Assist Care Setting Managers with Assessment Process

- a. Provide liaison where there is a potential change of needs
- b. Reduce the need for social care staff to visit hospital.

2. Test effectiveness of new system.

These posts are funded by East and North Herts CCG –the employer is HCPA

Pay: £30,000 pro rata fixed

Contract Terms: 22.5 hours per week

There are two posts available

Post 1 - working 9am until 5.00pm Monday to Wednesday for a one year contract.

Post 2 – working 9am until 5.00pm Thursday to Saturday for a one year contract.

Bank Holidays must be covered by the two posts – these will be paid at time and a half.

Please indicate in your application which post you are applying for.

There may be a possibility of extending one of these posts to 5 days per week to include social care leadership training on the additional two days. This is negotiable depending on skills.

This is a new and exciting position for someone to extend their **nursing** and **care assessing** skills

It is essential that this candidate:

Has passion and enthusiasm to raise the standard of quality of care

Has a proven experience of assessing patients in a care home setting

Has a full RGN PIN

Has the ability to build rapport and negotiate

Specific Responsibilities:

1. Work within the hospital discharge team based at Lister Hospital to act on behalf of social care providers to support and facilitate timely and safe discharges from hospital to care settings
2. Work with agreed assessment formats. IT knowledge is essential
3. Undertake assessments and re-assessments on behalf of care providers in Hertfordshire

4. Check the discharge documentation and medication are in place to accompany the resident on discharge
5. Liaise with the care settings about the discharge arrangements to streamline the process
6. Act as a point of contact when residents are admitted to hospital from care settings to monitor progress
7. Work in partnership with care settings and the hospital to find solutions to current challenges including equipment issues
8. Work with 'Axis', the Local Authority patient management system, and 'Herts Care Home Finder', bed booking system – full training will be given
9. Provide statistics for reporting purposes on assessments, information dissemination, discharges, bed days saved
10. Write up monthly project monitoring reports
11. This post may extend to also supporting the Care Homes on the Complex Care Premium around areas of best practice, therefore travel to homes during 'down' times in assessing will be part of the role.

Person Specification:

- Must have own transport with insurance for business use is essential for this role as travel around Hertfordshire may be required
- Must have current RGN PIN
- Must have experience in working within the Social Care Sector and assessing
- Excellent communication skills both written, IT and verbal
- Motivated and passionate about providing best solutions for all stakeholders
- Willing to learn new skills and to develop current knowledge
- Excellent time keeping: A conference call set each day must be responded to.

*These posts will receive management supervision from HCPA and clinical supervision from the CCG as it is a joint project.
Please note: These posts are **not** under NHS terms and conditions – the employer is HCPA a not-for-profit organisation.*

Hours of Work:

Days as stated above - 9am until 5:00pm with a half-an-hour break, although will be required to be flexible to meet business needs. Head Office based in Welwyn Garden City – work base Lister Hospital Stevenage. Training Sessions can be located anywhere in in the local area. Travel expenses will be paid.

To apply – Application Pack is available on our website : http://www.hcpa.info/Recruitment/Working_For_HCPA
Telephone: 01707 536020 email: jobs@hcpa.info