

Social care and Occupational therapy assessor – prisons and approved premises

Grade 7

About the Service

Adults in prisons and approved premises are entitled to receive the same access and provision of services as if they were a member of the local community. The Prisons and Approved Premises team aims to provide care and support services to adults in custodial settings across the full spectrum of need. Ensuring that adults in custodial settings have the care and support options they need to maximise their independence.

Scope:

Staffordshire has the largest prison population in England and Wales with about 5,400 prisoners. There are 7 prisons in Staffordshire; Stafford, Dovegate, Featherstone and Oakwood have adult male prisoners over the age of 21. Drake Hall has adult female prisoners over the age of 18. Swinfen Hall has adult male prisoners aged 21 to 25 and Brinsford has young adult males aged 18 to 21.

About the Role

Our team supports the Adult Social Care service to deliver the statutory care and support offer for individuals residing in Prisons and Approved Premises across Staffordshire. As a Social Care Assessor / Occupational Therapy Assistant, you will play a key role in completing strengths-based assessments, reviews and support planning to promote independence, wellbeing and safe transitions.

Occupational therapy input forms an essential part of our assessment and intervention process. Working under the guidance of qualified Occupational Therapists and Social Workers, you will contribute to functional assessments, daily living skills work, and the identification of low-level equipment or environmental solutions that support individuals to maximise their independence. All practice is delivered in line with the team's core principles of person-centred working, proportionality, and promoting strengths and resilience.

Core Principles:

- i. collaborate with individuals so they gain choice and control.
- ii. collaborate with individuals to enable them to articulate their needs.
- iii. develop and maintain positive working relations with appropriate partners e.g., in-reach health teams, prisons.
- iv. co-produce a holistic understanding of need and outcomes.
- v. co-produce a person-centered plan for individuals and their families.
- vi. plan for future, as well as presenting needs.
- vii. provide a key-working approach.
- viii. broker arrangements to achieve outcomes.
- ix. enable access to inclusive community activities.
- x. value diversity and promote people's skills and successes.
- xi. maximise independence.
- xii. provide value for money.

The post holder will be required to travel to the 8 Prison locations and hospital settings across Staffordshire. Reporting Relationships

Responsible to: Prisons and Approved premises Team Manager

Responsible for: NA

Key Accountabilities:

1. Take responsibility for the provision of assessments under the Care Act inclusive of all statutory functions
2. Develop a collaborative relationship with adults and their circles of support in order to promote positive expectations of what they can achieve, understanding their talents, wishes and feelings.
3. Manage an active caseload and undertake proportionate assessments for adults with less complex needs, ensuring accurate identification of needs and effective support

planning.

4. Identify moving and handling risks and implement appropriate risk-reduction strategies to promote safe environments for both individuals and staff.
5. Support the delivery of occupational therapy interventions under professional guidance, including equipment recommendations, activity-based rehabilitation, and daily living skills work
6. Analyse information to understand risks and develop strategies to explain, avoid or manage risk appropriately.
7. Negotiate and agree appropriate, tangible and realistic outcomes with individuals and families.
8. Collaborate with other professionals, within Adult Social Care or other organisations, in order to fully understand need and enable individuals to achieve their outcomes and to be as independent as possible.
9. Maintain appropriate professional records of all key discussions, findings, assessments, opinions (including factual basis) and decisions, including electronic client records and necessary performance data, in line with policies and procedures.
10. Review care and support arrangements in line with departmental procedures, ensuring services remain effective, proportionate and person-centred.
11. Contribute to the shaping, continual improvement and promotion of Adult Social Care.
12. Engage in training, supervision and ongoing professional development to maintain up-to-date knowledge and skills relevant to the role
13. Through regular case reviews with social workers and other specialists in the team, identify when these colleagues need to be involved and facilitate their introduction to the individual and their family, as soon as possible
14. Undertake any other duties required by Management which are commensurate with the grading of the post.

Person Specification

Qualifications/Professional membership

- Level 3 qualification (or equivalent experience) in Health & Social Care, Occupational Therapy Support, Social Care or a related field.
- Evidence of ongoing professional development relevant to adult social care or rehabilitation.

Knowledge and Experience

- Experience working with adults who have care and support needs within health, social care, supported housing, or community settings.
- Experience undertaking strengths-based assessments or contributing to care and support planning.
- Understanding of the Care Act 2014, including wellbeing, eligibility, prevention and proportionality.
- Knowledge of the Mental Capacity Act 2005, best-interest decision-making and safeguarding responsibilities.
- Experience identifying and managing risks in complex or challenging situations.
- Awareness of the needs of people within prison, probation or criminal justice environments (or willingness to learn).
- Experience supporting Occupational Therapists with functional assessments or interventions.
- Experience working in prisons, approved premises, probation, or forensic health settings.
- Experience recommending low-level equipment or environmental solutions.
- Experience working within multi-agency settings involving statutory and voluntary sector partners.

Skills

- Ability to carry out strengths-based assessments and gather accurate, proportionate information.
- Effective communication skills, both written and verbal, including clear report writing.
- Ability to build professional, respectful relationships within prison or approved premises settings.
- Strong organisational and time-management skills, with the ability to manage a varied caseload.

- Ability to identify moving and handling risks and apply appropriate risk-management strategies.
- Ability to use evidence-based approaches under supervision of qualified practitioners.
- Competence with IT systems, including case management and electronic recording.
- Ability to work independently while recognising professional boundaries and escalation processes.
- Skills supporting rehabilitation, daily living activities and reablement techniques.
- Ability to contribute confidently to multi-disciplinary meetings and release planning discussions.
- Experience providing initial advice or triage at first point of contact

This post is designated as a Casual car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.