

Job Description



Job Title: Learning Disabilities Enablement Officer	Service Area: Adult Social Care Operations Day Opportunities		
Directorate: Adult Social Care	Post 10028292	Number:	Directorate: Adult Social Care
Grade: S01	Date last updated: January 2025		
People at the heart of everything we do We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team. Equality and diversity We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work. Protecting our staff and services Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately. Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.			

Overall Purpose of Job

Develop and provide services that promote independence, choice and social inclusion by working in a strength-based manner. This includes assessment, support planning, long-term support arrangements, and reviews for community residents. The role may also involve conducting Mental Capacity Assessments.

Learning Disabilities Enablement Officers will deliver an integrated social care service to an assigned caseload within the agreed performance management, quality assurance and budgetary framework, ensuring the highest standards of service.

Job Summary

A Learning Disabilities Enablement Officer will support residents with learning disabilities and/or autism to enhance their daily independence and quality of life. The role involves:

- **Assessing needs:** Evaluating the individual's strengths and areas where support is needed.
- **Developing plans:** Creating personalized support plans to help individuals achieve their goals.
- **Providing support:** Assisting with daily living skills, such as cooking, budgeting, and personal care.
- **Promoting independence:** Encouraging individuals to participate in community activities and make their own decisions.
- **Collaborating with families:** Working closely with families to ensure a supportive environment.
- **Monitoring progress:** Regularly reviewing and adjusting support plans to meet changing needs.

Overall, the goal is to empower individuals to live more independent and fulfilling lives

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Complete accurate assessments, support planning, brokerage functions and review services to meet the needs of adult residents with learning disabilities and / or autism and their families/carers.
2. Provide high-quality and responsive goal focused outcome plans. This includes managing risks, preventing harm and promoting positive partnerships within allocated resources, in line with national and local standards and operational requirements.
3. Ensure that personalisation principles are applied in daily practice, fully supporting individuals to have the best possible opportunities and enabling them to exercise choice and control to meet their defined outcomes.

4. Maintain excellent professional standards in social care practice, including delivering quality and proportionate interventions, clear and up-to-date recording, sound decision-making and adhering to agreed performance management.
5. Deliver personalised services that promote the independence and choice of residents and carers, responding promptly and effectively to needs including managing any risks proactively.
6. Assist residents and carers in identifying and purchasing personalised services, seeking alternative imaginative and flexible solutions where possible - including equipment-related solutions within the community to meet their needs.
7. Provide social care services, including goal/outcome plans, assessments, support planning, brokerage, review activities, and discharge activities to an allocated caseload at an appropriate level of responsibility.
8. Facilitate residents and carers in undertaking supported self-assessments, support planning, and reviews based on outcomes they define, using all appropriate resources and evaluating potential risks.
9. Assist with safeguarding adult enquiries, assessing and analysing risks, and contributing to the development of multi-agency safeguarding adult plans.
10. Comply with the roles and responsibilities within the Safeguarding/Risk Management framework and assist with delivering this to a high level of competence. This includes responsibilities in line with the Mental Capacity Act 2005 and protecting service users' financial resources and affairs where needed.
11. Lead and facilitate meetings for individual residents, this can include with other agencies as required. Ensuring that service users and their families/carers are supported in making a full contribution to the meetings.
12. Ensure that reports for case conferences, panels and reviews are prepared and presented to a high standard, within allocated timescales, and evidence the involvement of adults, families and carers.
13. Respond to safeguarding concerns, risk management boards, complaints, and routine enquiries, providing detailed responses in accordance with relevant standards and time frames.
14. Ensure that people, including those who do not meet the Council's eligibility criteria, have access to information, advice, and signposting to universal and preventative services that promote health and wellbeing.
15. Provide cover and participate in team duty arrangements on a rota basis in accordance with management instructions.
16. Develop and maintain strong relationships with specialists, support groups, and networks to strengthen support available to residents and their families/carers and share knowledge where appropriate.

17. Act as an ambassador for Newham's vision for adult social care and the delivery of Newham Council's diversity and equalities strategy in all aspects of work.
18. Contribute to developing an organizational culture that is positive, forward-looking, results-oriented, continually improving, and focused on business priorities and meeting individuals' needs.
19. Value and celebrate the diversity of the community and organization through personal example, open commitment, and clear action, promoting equality of opportunity in service delivery.
20. Attend and contribute to supervision and appraisal sessions with the Team Manager, Practice Manager, or equivalent level officer, ensuring they are informed of any circumstances requiring management oversight, including issues around risk, mental capacity, and safeguarding practices.
21. Complete all necessary administrative procedures and maintain high standards of record-keeping, ensuring that information is timely, accurate, complete, and complies with statutory recording requirements.
22. Stay up to date and comply with corporate and directorate policies and procedures.
23. Undertake mandatory and other relevant training as required.
24. Collaborate with other Social Care Officers, Social Workers, Occupational Therapists, and other staff across Adult Services to share skills, experience, and knowledge to support policy developments and improve quality standards within the service area and across professional boundaries.
25. Ensure that health and safety policies and procedures are followed at all times.
26. Carry out any other duties that align with the purpose and grade of the job.

Other Duties

This role requires strong interpersonal skills, flexibility and a commitment to improving the quality of life for those they support.

Personal Specification



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Grade: S01	Date last updated: January 2025	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: A clear understanding of relevant social care legislation and policies relating to adult customer groups. You will have experience and expertise in one of the following areas: PMLD, Autism and Positive Behaviour, Learning Disability Skills Development, Reablement and	Application and Interview

Older People and Dementia. Good understanding and knowledge in relation to safeguarding principles and issues, including risk assessment and choice and control. Understanding and commitment to service delivery which embraces the principles of personalisation, is culturally appropriate and responsive to the needs of all people, including the impact of social exclusion.	
EDUCATION/QUALIFICATIONS A social care qualification (e.g. NVQ or equivalent) or demonstrable academic achievement and a willingness and ability to undertake social care training appropriate to the role.	Application and Interview
SKILLS AND ABILITIES: Ability to carry out personalised Goals/Outcome Plans, assessments that clearly identify adults who are at risk or in need. Ability to construct, implement and review personalised support plans that deliver a positive outcome and best value. Ability to make decisions at a level appropriate to the role, achieve success, create innovation and embrace change. Ability to work in partnership with residents, their families and with carers, and other providers including statutory and/or third sectors to deliver personalised services. Ability to form appropriate professional relationships and boundaries with adults, carers and their families. Ability to work effectively as part of a team. Ability to provide clear, accurate, and timely case recording and summaries, letters and reports, and the ability to present reports.	Application and Interview Application and interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview

Good communication, influencing and networking skills with the ability to negotiate effectively and achieve desired outcomes. Ability to organise task and workload independently and meet timescales, demonstrate accountability and seek appropriate management oversight. To demonstrate continuing development, related to practice and contribute positively to the process of supervision and appraisal. EXPERIENCE: Demonstrable IT skills and competence and transferable skills and the capacity to use them and undertake further training to harness their potential in supporting the work of the service. Demonstrable understanding of the requirements of the personalisation agenda and commitment to enablement and maximising independence. Ability to integrate an equalities, social inclusion and valuing diversities approach in service delivery.	Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview Application and Interview
PERSONAL STYLE AND BEHAVIOUR: Has a high degree of personal integrity, sound judgement and sensitivity, shows the capacity for self-motivation and empowerment of staff and works well under pressure. Demonstrates a strong commitment to the promotion of equal opportunities Demonstrates good interpersonal and networking styles, including leadership behaviours. Show appropriate sensitivity towards the needs of service users and carers.	Application Form/Interview/Test Application Form/Interview/Test

OTHER SPECIAL REQUIREMENTS: Ability to work evenings, weekends and occasional public holidays, if needed to meet the requirements of the service. Fitness to carry out function of post including manual handling e.g., use of hoist, wheelchair and personal care. This role is subject to an enhanced DBS check	Application Form/Interview Application Form/Interview/Test Satisfactory clearance at conditional offer stage
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