

 WOKINGHAM BOROUGH COUNCIL		Job Description		Job Reference
				712438
Job Title		Specialist Case Officer		
Service		Adult Short Term and Prevention	Team	CHC/117 Team
Location		Shute End, Hybrid		
Reports to		CHC/Section 117 Support Team Manager		
Responsible for		No current responsibility duties		
Grade		Type of position:		Date
NRSG2		Permanent		March 2025
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>				
<u>Service Purpose</u>				
<p>Working within national legislation, guidance, frameworks, local authority and health service policies and procedures, to ensure that Wokingham Borough Council makes appropriate and timely applications for CHC assessment and s117 funding, particularly the National Framework for NHS Continuing HealthCare and NHS Funded Nursing Care.</p>				
<u>Purpose of the role</u>				
<p>Working within national legislation, guidance, frameworks, local authority and health service policies and procedures, to ensure that Wokingham Borough Council makes appropriate and timely applications for health assessment and s117 funding</p>				
<u>Main Accountabilities</u>				
1	Identify, receive and log potential cases for Continuing Health Care (CHC) and section 117 (S117) that are referred from colleagues or identified through assessment and assess whether the case would justify further investigation and determining what further action may be required			
2	Where further investigation is required for CHC, make appropriate enquiries and, where these indicate that a referral is justified, complete the checklist screening tool. Where further investigation is required for S117 cases, make appropriate enquiries and where necessary assist the practitioner to complete the matrix tool			
3	Where cases progress to full health assessment for CHC, attend the multi-disciplinary team meeting as the Local			

	Authority representative
4	Review existing customers who have s117 aftercare packages and complete the needs/funding matrix
5	Take appropriate steps to ensure that assessments and any appropriate agreed funding arrangements are implemented through the appropriate stream following the correct process.
6	Record the outcome of your work and prepare reports as required setting out the case for applications for assessment and funding including keeping accurate electronic records and maintaining the appropriate databases.
7	Keep up to date with regulations and legal judgements and opinions in relation to the operation of Continuing Health Care and ensure that colleagues are aware of the relevant issues and are able to readily access advice or refer cases for consideration.
8	To be familiar with both paper and electronic case recording systems and to ensure that records are maintained according to Council procedures and statutory requirements (e.g. case chronologies, support plans). Whilst assistance may be arranged for direct data input, practitioners are accountable for the accuracy and completeness of their case records.
9	Support the service to deliver workshop training across the council teams when required.
10	To carry out other such tasks as are commensurate with the post according to discipline specialist skills and current policies and procedures. The role is flexible and the list of main tasks and responsibilities is not exhaustive.
Supervision Received	Supervision given 4 weekly (or as required) by CHC/117 Team Manager
Supervision Given	N/A
Contacts & Working Relationships	Working relationships with the ICB, external and internal contacts and stakeholders
Management of resources or budget	No budget management responsibilities
Special Factors	Ability to travel to a variety of locations in the Borough Enhanced DBS required with a check of the barring list

Organisation Chart

Head of WISH Services

Head of Service

Service Manager

Team Manager

Continuing Healthcare, Section 117 Service

Social Worker: Assessor /CHC & S117 Specialist Case Officer

Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
Qualified to at least degree level in relevant profession such as Social Work, Occupational Therapy or Nursing	Yes	
Technical Skills.	Essential	Desirable
Ability to work under pressure	Yes	
Tenacity and perseverance and the capacity to deal with challenges, and ensure cases are progressed to outcome	Yes	
Ability to work without constant supervision but able to seek advice and support when required	Yes	
Ability to develop good relationships with a wide variety of health and social Care professionals	Yes	

Emotional resilience to understand and work with people's complex health and social care needs	Yes	
Ability to understand legislation, statutory regulations and legal opinions and judgements and to keep knowledge and skills up to date	Yes	
Good IT skills and attention to detail including the ability to understand and create accurate Excel spreadsheets	Yes	
Good negotiating skills	Yes	
Excellent analytical skills and attention to detail	Yes	
Excellent interpersonal, communication and presentation skills	Yes	
Knowledge	Essential	Desirable
Broad knowledge of social care services and related legislation for adults	Yes	
Knowledge of the National Framework for Continuing Healthcare and associated Directions and provisions	Yes	
Knowledge of the legislation and local policy and process for Section 117 (Adults) under the Mental Health Act	Yes	
Knowledge of legislation, regulations, rules and guidance relating to the funding of health and social care including, The Care Act, Fairer Charging, Ordinary Residence, etc.	Yes	
Broad knowledge of relevant medical conditions and terminology	Yes	
Experience	Essential	Desirable
Experience, or good working knowledge, of social care services to include assessments	Yes	

Experience, or good working knowledge, of working within the NHS/health care sector		Yes
Completed by:	Amanda Brierley	Date: 17/03/25