Creative Support Ltd
Head Office
Wellington House
Stockport
SK1 3TS

Tel: 0161 236 0829
Fax: 0161 237 5126
recruitment@creativesupport.co.uk
www.creativesupport.co.uk

Assessment Practitioner

Reference: 95251

Head Office, Stockport

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation, however we cannot accept a CV as a completed application.

Closing Date: 04 December 2026

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS**.**

We are very much looking forward to receiving a completed application from you.

Yours faithfully,

Recruitment Department

All employees are subject to enhanced DBS checks.

JOB DESCRIPTION – ASSESSMENT PRACTITIONER
Head Office, Stockport

Hours: Full time (37.5 per week) or part time hours (minimum of 22.5) are available.

Responsible to: Business Development Lead

Summary of the Role:

As an Assessment Practitioner, you will support assessment processes for new service mobilisation, including the production of appropriate documentation. You will provide practitioner capacity during mobilisation, following a contract award of services, and review referrals for existing services – undertaking assessments as required. You will provide training to staff, and you will support the work of the Service Development Team as required.

Main Duties

Co-ordinating Referrals

1. Acting as a key point of contact for national referrals where there is not an identified Operational Manager
2. Identifying solutions for individuals referred in line with understanding need and available capacity
3. Supporting completion of any required written work to apply for referrals in partnership with the Tendering Team

Void Management

1. Working alongside the wider team to support the Housing Team and operational managers to develop plans for voids, particularly long-term voids
2. Supporting referral pathways, including advertising voids directly to referring practitioners or teams
3. Maintaining records that promote available units - ensuring they are accurate and appealing for any referring partners

Undertaking Assessments

1. Working with engaged internal and external stakeholders to plan required assessments
2. Gathering all documentation from any professionals or organisations
3. Completing a desktop review of all available documentation
4. Undertake assessments with the individual in their current placement and any engaged stakeholders (including family where appropriate)
5. Participating in MDT processes and meetings
6. Developing all appropriate written documentation, outlining support package requirements for the individual
7. Contribute to any follow up processes, including housing panels, to ensure appropriate assessment of need and risk in the context of the service available
8. Provide any follow up support to engaged Senior Team

Developing Assessment Skills for Others

1. Developing the formal training programme alongside the Training Team
2. Delivering Assessment Training
3. Providing coaching and mentoring for identified Senior staff
4. Develop a peer network with workshops to develop practice and share resources
5. Reviewing any informal or formal referral appeals

Supporting Mobilisation

1. Participating in mobilisation and transition meetings during the mobilisation of new services being set up or transferring to Creative Support from another organisation
2. Acting as a key point of contact for internal and external professionals
3. Acting as a key point of contact for service users, families and other stakeholders
4. Meeting with individuals referred to the service, professionals or family members
5. Review client files in place as part of transfers
6. Undertaking assessments as required

Other

1. To accept regular support and supervision from line manager
2. To carry out all work in a manner consistent with the aims and principles of Creative Support
3. To maintain confidentiality at all times, in accordance with the agreed policy
4. To identify own training needs in discussion with line manager and to attend training/courses
5. To observe written policies, procedures and guidelines agreed by Creative Support
6. To undertake travel across England as required and work flexibly to meet deadlines
7. Any other duties as required

PERSONS SPECIFICATION – ASSESSMENT PRACTITIONER

Head Office, Stockport

	QUALITIES REQUIRED	How Assessed	Essential/ Desirable
1.	Degree level educated (relevant subject preferred e.g. psychology)	Application & Interview	Desirable
2.	Relevant professional qualification (e.g. RNLD, RMN, DipSW, DipOT) or Social Care Qualification (e.g. Diploma Level 5)	Application &Interview	Essential
3.	Minimum of 2 years' experience in undertaking assessments and developing support plans for individuals with additional needs	Application	Desirable
4.	Ability to proactively manage own workload and take instruction from varying managers	Application & Interview	Essential
5.	Ability to develop positive relationships with all stakeholders, particularly people we support and their families	Interview	Essential
6.	Excellent written and verbal communication skills	Application & Interview	Essential
7.	Able to produce high quality documentation within concise timescales	Application & Interview	Essential
8.	Excellent problem-solving skills, including finding compromises to meet challenges	Application & Interview	Essential
9.	Excellent IT skills and a good working knowledge of Office applications (Word, Excel PowerPoint and Publisher)	Application & Interview	Desirable
10.	Ability to complete high quality assessments and support plans	Application & Interview	Essential
11.	Willingness to travel and work flexibly	Interview	Essential
12.	Full UK driving license and access to a car	Application	Desirable

TERMS AND CONDITIONS – ASSESSMENT PRACTITIONER

Head Office, Stockport

Pay Structure:

Salary:	**Up to £33,056 per annum (£16.95 per hour) depending on qualifications and experience**
Point One:	£32,235 per annum (£16.53 per hour)
Point Two:	£33,056 per annum (£16.95 per hour)
Please Note: *Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month.*	

Hours of Work:

Full time (37.5 per week) or part time hours (minimum of 22.5) are available.

Holidays:

20 days plus 8 statutory days' pro rata.

Part Time Work:

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours. We take a positive view of part-time work and will consider reasonable requests for part time hours for a minimum of 15 hours per week.

Care Certificate and Level 2/3 Health & Social Care Diploma:

All employees will be required to undertake and complete the Care Certificate. Following the successful completion of the probationary period staff are automatically enrolled onto Level 3 Health and Social Care Diploma. If you hold NVQ/Diploma 2/3 Health and social care or equivalent you will of course not need to do the award again, but we may support you to undertake qualifications.

Birthday Holiday Bonus

All employees are entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Probationary Period

The first four months will constitute a probationary period. When this is successfully completed, permanent employment will be confirmed.

Life Assurance

You will become a member of our non-contributory group life assurance scheme after 6 months of employment. This scheme provides a death in service benefit of two times your annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend the life assurance scheme at any time on reasonable notice to you.

Pension
Creative Support operates an auto-enrolment pension scheme with the People's Pension.

Sickness Policy
Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support pays SSP for the first three working days of any sickness absence
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to eighteen months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Discretionary Benefits
Creative Support offers additional discretionary benefits.

- Enhanced maternity leave
- Paid paternity leave
- Compassionate leave
- Carer's leave up to 5 days per annum

Employee Assistance Service
This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund
An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:
Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving
Administered by Charities Trust, a tax-efficient way of donating on a regular basis to any of the registered charities either large or small.

WeCare Awards
We recognise our dedicated staff across the organisation with standard, silver and gold awards which are given every 2 months.

Your Rewards
Employee benefits and discount vouchers available through the Your Rewards website.

Retirement Awards

£100.00 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years' continuous service.

Long Service Awards

Long service awards are offered after periods of 10, 15 and 20 years' service. These are currently £100, £150 and £200 respectively.

Refer a Friend Scheme

Staff who successfully refer a friend to Creative Support's employment can claim £200 worth of vouchers four weeks after their friend starts employment with us.

Welcome Back Grant

We offer £200 worth of vouchers for employees who return to the organisation, subject to a gap of six months between resigning from their original post and taking up their new role.

Uniform

If applicable for your service, you will be provided with a uniform. The amount of uniforms that are provided will be dependent on your hours worked.

Company mobile phone and laptop

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance

A mileage allowance is payable for the use of an employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly basis upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.

Networks:

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.