

# Job Profile

Client Affairs Visiting & Property Officer  
1080

Grade 6

Date created: May 2022 JE ID

## About the Job

To visit clients for whom the council acts as court appointed deputy, and to lead on protection of property visits to unoccupied client property

## This is what we need you to do...

- Visit clients in residential care homes, supporting living placements and in their own homes
- Liaise with care home managers, care providers, and other health and social care professionals to gain an insight in the client's circumstances
- Produce written reports about a client's accommodation / living conditions, care and support needs, and financial situation
- Serve formal notification of court proceedings on a client and complete court documents
- Carry out protection of a client's unoccupied property
- Liaise with clearance companies, estate agents, landlord/letting agents and other trades to prepare a property for sale / to end a tenancy
- To assist and advise social care colleagues and members of the public on matters concerning Court of Protection applications, safeguarding the financial affairs of vulnerable adults, and protection of property.
- At all times ensure that priority is given to the safeguarding of vulnerable adults and that the council's and the service's safeguarding policies and procedures are followed.

## Special Conditions

- This position is subject to an enhanced Disclosure and Barring Check, and you will be asked to apply for a Disclosure Certificate if you are offered the position.
- You need to hold a current, full driving license which is valid for driving in the UK and/or have the ability to travel around the County.

## **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

### **The ideal candidate will have...**

#### **Experience**

- Experience of working in a financial setting
- Experience working in a property management role
- Experience of working with vulnerable adults
- Experience of successfully managing own workload

#### **Knowledge, Skills and Understanding**

- Working knowledge of financial and legal matters relating to court of protection deputyship applications
- An understanding of property protection and property maintenance issues
- Knowledge of the mental capacity act and how it relates to managing the financial affairs of vulnerable adults
- Excellent verbal and written communication skills across a range of audiences.
- The ability to make decisions on behalf of other people.
- Good level of IT skills with experience of using Microsoft packages including Word and Excel.
- Good numeracy & report writing skills.

#### **Behavioural attributes**

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- Compassionate and caring
- Trustworthy, reliable and ability to act with integrity
- Emotionally resilient
- Well organised
- Attentive to detail

#### **Education & Qualifications**

##### **Essential**

- Good levels of literacy and numeracy evidenced by A Level, NVQ Level 3 or equivalent experience.

##### **Desirable**

- APAD Accreditation: Corporate Deputyship