

JOB DESCRIPTION

SERVICE UNIT: Adult Social Care - Services

JOB TITLE: Care Manager

REF No:

GRADE: F/G

JE REF No:

RESPONSIBLE TO: Team Manager/Integrated Service Manager

MAIN PURPOSE

- To assist qualified staff within an Integrated Team to assess the needs of vulnerable adults.
- To ensure that the person can achieve maximum independence and autonomy, as directed by national policy, legislation and guidance and in accordance with the council's policies.
- To ensure that the provision of care, advice, support and all other services required to meet identified needs is arranged, monitored and reviewed in an efficient, sensitive, and cost-effective manner.
- To ensure the mental capacity of people to make specific decisions is appropriately considered, and where necessary responded to.
- To be part of the duty cover within the team.

MAIN RESPONSIBILITIES

1. Assisting professionally qualified staff in carrying out needs led assessments, and in the implementation, monitoring and reviewing of support plans and service provision.
2. After a period of induction and training, taking responsibility for a workload of less complex cases, which will entail assessing and visiting clients in their own homes and elsewhere, liaising with other staff in the Integrated Learning Disability Team, Social Services and Provider Organisations to ensure that identified needs are being met in the most effective way possible.
3. After training, providing advice, support, and information to clients, their families and carers, members of the public, and other professionals, about all aspects of care provision for adults, including information about, and assistance with, claiming any relevant welfare benefits.
4. In appropriate circumstances, accompanying clients on visits to Homes, Hospital or GP appointments and other places to facilitate the provision of services to meet identified care needs.
5. To contribute to the Unit's objective of ensuring the provision of high quality, cost effective services to vulnerable adults living in the BCP area.
6. To undertake such training as may be required to ensure that the duties of the post are carried out efficiently and effectively.
7. To maintain essential records of work done, and to provide information for statistical, financial, and planning purposes. To input and access information on Unit computer databases.
8. To undertake such other duties as may be required from time to time commensurate with the level of the post.
9. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and with the GDPR regulations.

10. To work closely with specific providers ensuring a link between them and the Community Learning Disability Team.

PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE <ul style="list-style-type: none"> • Recent work experience in social care or similar field, involving direct contact with members of the public • Experience in working as part of a team liaising with health and social care professionals 	Essential Essential	Application Form Interview References
QUALIFICATIONS / TRAINING <ul style="list-style-type: none"> • 4 GCSEs (or equivalent) to include English • NVQ II (or equivalent) in social care related subject or working towards 	Essential Essential	Application Form Certificates
APTITUDES / ABILITIES <ul style="list-style-type: none"> • Good communication and negotiation skills • Ability to keep efficient written records of work done • Ability to organise and prioritise work and meet deadlines • Computer literacy in Microsoft Outlook and Word, and Teams • Ability to relate to wide range of people • Illustrate the ability to understand different levels of risk 	Essential Essential Essential Essential Essential Desirable	Application Form Interview References
KNOWLEDGE <ul style="list-style-type: none"> • Awareness of social, legal, and political context within which social care services are delivered • An awareness of the need to apply eligibility criteria 	Desirable Essential	Application Form Interview
ATTITUDE / MOTIVATION <ul style="list-style-type: none"> • Ability to work co-operatively as part of a team • Ability to manage tasks effectively on own initiative • Flexible and adaptable approach to working arrangements • Willing to undertake training 	Essential Essential Desirable Essential	Application Form Interview References
OTHER FACTORS <ul style="list-style-type: none"> • Ability to travel around the BCP council area where appropriate • Enhanced DBS Check 	Essential Essential	Application Form Interview Satisfactory DBS Disclosure