BCP Council

**JOB DESCRIPTION**

**SERVICE UNIT: Adult Social Care – Services**

**JOB TITLE: Assistant Care Manager**

**REF NO: ZP1402**

**JE REF: ZZ096**

**GRADE: Career Grade F/G**

**RESPONSIBLE TO: Team Manager**

**MAIN PURPOSE**

To assess the needs of vulnerable adults, and to ensure that the provision of care, advice, support and all other services required to meet identified needs is arranged with no delay to discharge, review in an efficient, sensitive, and cost-effective manner.

**MAIN RESPONSIBILITIES**

1. Carrying out needs led assessments, and in the implementation, monitoring and reviewing of care plans and service provision.
2. After a period of induction and training, taking responsibility for workload cases, which will entail visiting clients within a hospital and the community setting, liaising with other staff in Acute and Primary Health Care, 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 benefits.
4. To contribute to the Unit’s objective of ensuring the provision of high quality, cost effective services to vulnerable adults.
5. To undertake such training as may be required to ensure that the duties of the post are carried out efficiently and effectively.
6. To maintain essential records of work done, and to provide information for statistical, financial, and planning purposes.
7. 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 actively partake in regular supervision.
10. 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 Data Protection Act.