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| **JOB DESCRIPTION AND PERSON SPECIFICATION** |
| **Post details** |
| **Post Title:** Deprivation of Liberty Safeguards (DoLS) Administrator **Business Unit:** Adult Social Care Services**Post Number:****Grade/pay-scale**: **Section:** Statutory Services |

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| **Job Purpose & Objectives**  |
| To effectively receive and administer the legislative documents to meet procedures for the Deprivation of Liberty Safeguards.  |

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| **Main Duties & Responsibilities**  |
| **Deprivation of Liberty Safeguards (DoLS)**  |
| * To advise and provide guidance to Managing Authorities on the correct procedures for the implementation of the legislation.
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| * Appoint Best Interest Assessors
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| * Appoint Mental Health Assessors
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| * Ensure that the correct forms and paperwork (electronic) are appropriately completed and stored for each Deprivation of Liberty Safeguards referral.
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| * Able to work within the confines of a complex statutory process and timescales.
* To produce statistical reports for the Department of Health and Social Care.
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| * To be the first point of contact for all Managing Authorities.
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| * To provide guidance on relevant forms and refer on to Duty Worker or Duty Manager where enquiries are of a complex nature or require advice or guidance about the legislation.
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| * To receive and scrutinise referrals, and negotiate for errors or incomplete forms to be corrected.
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| * Set up an electronic record
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| * Complete the demographics for relevant forms
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| * Enter service user details on relevant databases and case recording system
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| * Send allocations out to Best Interest Assessors and Mental Health Assessors
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| * Appoint Relevant Person’s Representatives
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| * Appoint Independent Mental Capacity Advocate if required and send appropriate forms for them to complete their report.
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| * To receive completed assessments and reports.
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| * Complete authorisation / not granted forms with appropriate information and present to the Local Authority for authorisation
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| * Update databases with outcomes.
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| * Update the relevant electronic case recording system.
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| * Advise in the prescribed format of the outcome, to the relevant person, Managing Authority and any other interested parties as per the legislative requirement.
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| * To provide the relevant persons appointed representative with information and guidance on their role and responsibilities including the right/duty to make an application to the Court of Protection.
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| * To hold and update relevant databases and records with expiry/review dates.
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| * Dissemination of information for statutory reporting.
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| * Minute take if required
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| * Provide administration support to DoLS and Legal Services with information for the High Court or Court of Protection.
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| * Process invoices recording data on appropriate systems.
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| **General** |
| Undertake typing as required.  |
| Create and maintain spreadsheets, as required |
| Provide information for reports, type up reports and present information in a suitable format (e.g. tables/graphs/ presentations)  |
| Organise meetings and events, and where requested , take minutes and distribute relevant information within agreed timescales  |
| Support ongoing development of the role and the Service with new processes and procedures, as relevant  |
| Keep accurate records in accordance with GDPR. Work in an anti discriminatory manner and comply with relevant legislation. |
| Follow all relevant departmental and local office procedures. |
| Contribute to service improvement plan |

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| **Supervisory/Managerial Responsibilities** |
| Not Applicable |

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| **Communication/Contacts** |
| Practitioners in Social Care and Health, Service Managers and Service Directors and Executive Directors |
| Fieldwork teams for information, monitoring and updates  |
| Legal Services  |
| Service providers and other agencies |
| Other organisations, e.g. other local authorities, Health partners  |
| You will need to work as a member of a team and alert supervisor/colleagues of urgent situations as they arise. |

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| **Career/Salary Progression Linked to this Post** |
| N/A |