|  |
| --- |
| **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 |

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

|  |
| --- |
| **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. |
| * Appoint Best Interest Assessors |
| * Appoint Mental Health Assessors |
| * Ensure that the correct forms and paperwork (electronic) are appropriately completed and stored for each Deprivation of Liberty Safeguards referral. |
| * 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. |
| * To be the first point of contact for all Managing Authorities. |
| * 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. |
| * To receive and scrutinise referrals, and negotiate for errors or incomplete forms to be corrected. |
| * Set up an electronic record |
| * Complete the demographics for relevant forms |
| * Enter service user details on relevant databases and case recording system |
| * Send allocations out to Best Interest Assessors and Mental Health Assessors |
| * Appoint Relevant Person’s Representatives |
| * Appoint Independent Mental Capacity Advocate if required and send appropriate forms for them to complete their report. |
| * To receive completed assessments and reports. |
| * Complete authorisation / not granted forms with appropriate information and present to the Local Authority for authorisation |
| * Update databases with outcomes. |
| * Update the relevant electronic case recording system. |
| * Advise in the prescribed format of the outcome, to the relevant person, Managing Authority and any other interested parties as per the legislative requirement. |
| * 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. |
| * To hold and update relevant databases and records with expiry/review dates. |
| * Dissemination of information for statutory reporting. |
| * Minute take if required |
| * Provide administration support to DoLS and Legal Services with information for the High Court or Court of Protection. |
| * Process invoices recording data on appropriate systems. |
|  |
|  |
| **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 |

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

|  |
| --- |
| **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. |

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