BOROUGH OF POOLE

**JOB DESCRIPTION**

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

**JOB TITLE: Assistant Care Manager**

**REF NO: 104217**

**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 a workload cases, which will entail visiting clients within the hospital setting, liaising with other staff in Acute & Primary Health Care, Social Services and Provider Organisations to ensure that identified needs are being met in the most effective way possible. The team support safe no delay discharges from Acute and Community Hospital settings.
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.

**MAIN OBJECTIVES**

1. To contribute to the Unit’s objective of ensuring no delay in discharge planning and the provision of high quality, cost effective services to vulnerable adults living in Poole.
2. To undertake such training as may be required to ensure that the duties of the post are carried out efficiently and effectively.
3. To maintain essential records of work done, and to provide information for statistical, financial, and planning purposes.
4. To input and access information on Unit computer databases.
5. To undertake such other duties as may be required from time to time commensurate with the level of the post.
6. 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.

**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * Recent work experience in adult social care or similar field, involving direct contact with members of the public and hospital environment * Experience in working as part of a team liaising with health and social care professionals | Essential  Essential | Application Form  References  Interview |
| **QUALIFICATIONS & TRAINING**   * 4 GCSEs (or equivalent.) to include English * NVQ II (or equivalent) in social care related subject | Desirable  Desirable | Application FormCertificates |
| **APTITUDES & ABILITIES**   * 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 * Ability to relate to wide range of people | Essential  Essential  Essential  Essential  Essential | Application Form  References  Interview |
| **KNOWLEDGE**   * Awareness of social, legal, and political context within which social care services are delivered | Essential | Application Form  Interview |
| **ATTITUDE & MOTIVATION**   * 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 * Interest in developing own skills and contributing to development of those of other staff | Essential  Essential    Essential  Essential  Essential | Application Form  References  Interview |
| **OTHER FACTORS**   * Full valid UK driving licence and access to a vehicle including business insurance - All levels * Willingness to work unsocial hours as required to meet   the requirements of the service – All levels   * Enhanced with Adult Barring list level DBS check | Essential  Essential  Essential | Application Form  Drivers Licence  Satisfactory DBS Certificate |