BCP Council

**JOB DESCRIPTION**

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

**JOB TITLE:** **Care Manager**

**REF NO:**

**JE REF:**

**GRADE:**  **Band 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.

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| **PERSON SPECIFICATION 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 | Essential  Desirable | Application Form  Certificates |
| **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**  Ability & willingness to travel for work either in own vehicle with full license and business insurance or by public or other means of transportation    Ability to work flexibly to the needs of the service    All levels  Enhanced with Adult Barring list level DBS check | Essential  Essential  Essential | Application Form  Drivers Licence  Satisfactory DBS Certificate |

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.