



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Social Worker/Care Manager – Long Term & Review Team
Grade:	6/PO1
Directorate:	People
Department:	Adult Social Care - Long Term & Review
Responsible to:	Senior Practitioner/Team Manager

Purpose of the Job:

To complete social care assessments in respect of Rutland residents, when either in hospital or within their own homes, and to facilitate the use of personal budgets and/or arrange/commission subsequent packages of care.

To promote and contribute to the safety and well-being of all people in the community through the implementation of the Rutland safeguarding adults practices and procedures

There are 3 levels of Care Management roles mapped against the Council's pay and grading framework:

- Level 1 – Level 3 NVQ Qualified (equivalent)
- Level 2 – Level 4 Qualified
- Level 3 – Level 4 Qualified with substantial experience

Main Responsibilities:

1. To assess the social care needs of Rutland (adult) residents who are in need of community care services in their own homes or in hospital and apply the RCC eligibility criteria
2. To create support plans in partnership with service users and carers by ensuring their active involvement throughout the process
3. To consult with other agencies as necessary, attending/co-coordinating multidisciplinary meetings when/if required
4. To contribute to the ongoing development of Direct Payments and Personal Budgets with service users and their carers
5. To undertake Safeguarding Adults investigations using the local multi-agency policy and procedure



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6. To undertake appropriate monitoring and review of support plans and take appropriate action arising from this activity
7. To operate in accordance with departmental community care practice and policy guidance, including the maintenance case file and electronic records, and relevant departmental and corporate Council administrative procedures
8. To ensure service delivery meets service users and carers ethnic, religious, cultural and linguistic backgrounds
9. To commission services - according to service user and/or carer need across agencies in the private, statutory and voluntary sectors
10. To participate in the continued development of the Team, by attendance at team meetings, participation at training events, maintaining up to date knowledge of relevant legislation, and policy guidance
11. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

STANDARD CLAUSES

1. Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

2. Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

3. Equal Opportunities

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.



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4. **Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies.

5. **Financial Management**

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

6. **Technology**

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

7. **Risk Management Responsibility**

You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by corporate or departmental statements of policy.

8. **Environment**

You will familiarise yourself and work in accordance with the County Council's environmental policies and established office and work practices, including, but not limited to, those contained on the Environmental Policies webpage on the Staff Intranet available via the Climate Change intranet pages.

9. **Other duties**

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential - PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Level 1: Educated to A' Level/NVQ3 standard or equivalent	A/D
Level 2 and 3: Educated to NVQ4 standard or professional qualification (e.g. social work, nurse, OT, physio)	A/D

Desirable - PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Level 1: Newly qualified social worker or health/social care professional	A/D

EXPERIENCE/KNOWLEDGE

Essential - PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Thorough understanding of Community Care Legislation and understanding of multidisciplinary working.	A/I
Knowledge and experience of safeguarding policy and procedures	A/I
Experience in an adult social work/adult health environment An understanding of the personalisation of services agenda, and the implementation of self-directed support services	A/I
Level 2 Experience of CHC DSTs, mental capacity assessments, DoLs and best interest decision making	A/I

Desirable - PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Level 1 :Post qualifying experience in an adult commissioning setting and/or in a health setting	A/D
Level 2: significant experience of work in an adult community setting	A/D



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Level 3: Significant experience of work in an adult social care service	A/D
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SKILLS

Essential - PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Ability to undertake social care assessments, plan packages of care and monitor and review their effectiveness	A/I
Good communication skills both written and oral	I
Ability to relate effectively with other professional/agencies	A/I
Ability to develop and change in the light of the changing health and social care policy environment	A/I
Decision making skills	A/I
Ability to deal with challenging situations and work under pressure	A/I
Ability to work in partnership within the department and external agencies	A/I
IT skills	A/I
Assessment and risk management skills	A/I
Managing conflict and maintaining professional relationships	A/I
Good organisational skills	A/I
Ability to manage conflicting demands and priorities	A/I
Team working skills	A/I
Level 2: develop expertise across more than one Adult client group	A/I

Desirable - PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Able to assess risk and make sound professional judgments	A



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Able to contribute to the development of the Adult Care Team	A/I
Experience of working in rural communities	I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

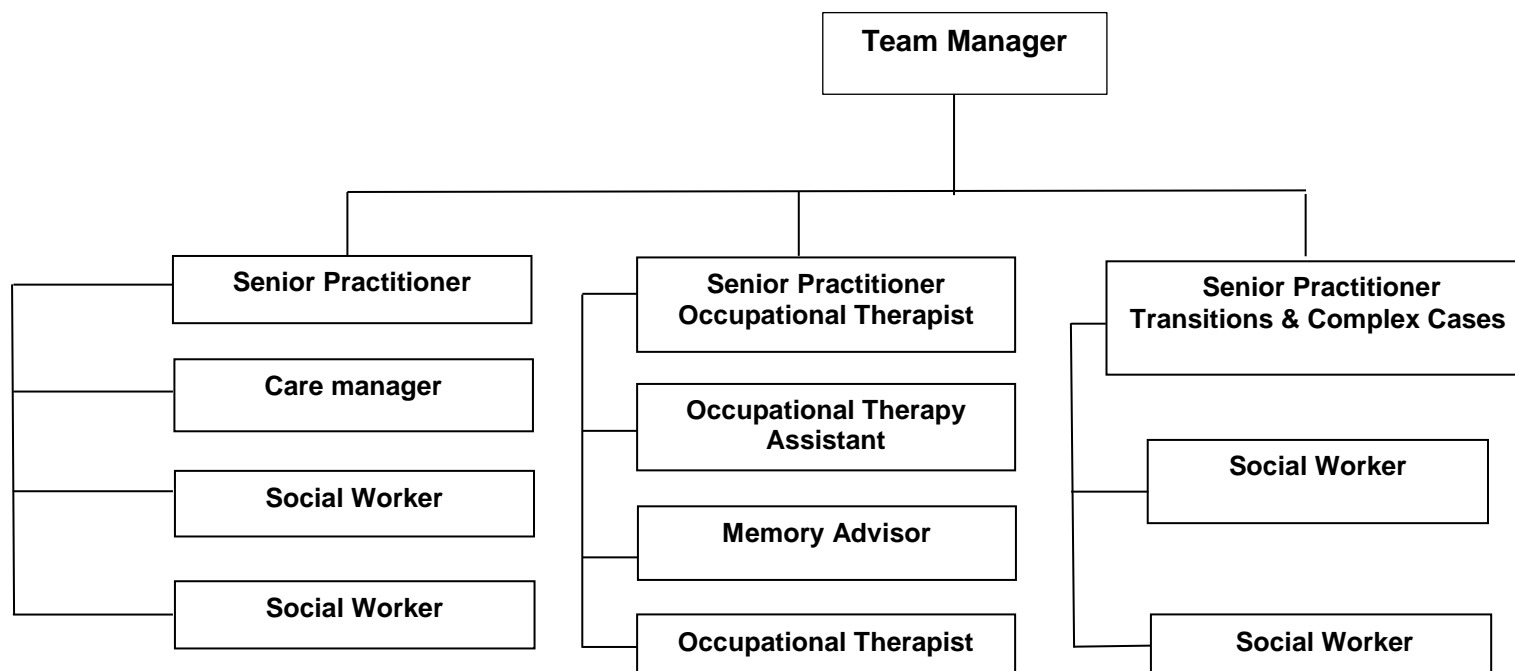
Essential	Method of Assessment *
Mobile and able to work from various locations	A/D
Willing to work weekends if required	A/I
Flexible in working patterns to fulfil commitments often outside the working day	I

* A = Application Form D = Documentary evidence I = Interview T = Test



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STRUCTURE





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NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
June 2016	Yes	Kim Sorsky, Team Manager, Adult Social Care, Long Term and Review