

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

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| Job Title: | Care Manager |
| Reports To: | Operations Manager |
| Department: | Housing and City Support |
| Section: | Assessment Team |

Purpose of the Job

Care managers undertake assessment, care management and other duties relating to the individuals, families and carers allocated to them in accordance with the Care Act 2014 and other statutory instruments, policy and procedures. They also liaise and co-ordinate services provided to those people. Identification and management of risk is an important component of the job.

Principle Accountabilities

In respect of individuals and carers/families allocated to them:

1. Making assessments of social care needs and planning appropriate responses to enable the local authority to meet its statutory obligations under the Care act, related legislation and organisational policies.
2. Acting under appropriate legislation or procedures to safeguard the welfare of Adults including enabling appropriate provision of accommodation is available and assisting in the obtaining of legal orders. Reporting to CFS social work colleagues where the protection and/or welfare of children are involved
3. Supervising service users if required, co-ordination of care packages and undertaking reviews according to statutory and departmental requirements.
4. Seeking to work in partnership with individuals and carers to promote, develop and maintain a maximum quality of life.
5. Providing information and advice to users and mobilising resources where necessary.
6. Negotiating, costing and monitoring new and existing contracts (within an agreed contractual framework) to assure appropriateness of care provision, quality and best value.

7. Maintaining comprehensive and accurate records of work undertaken, manually and electronically, to ensure compliance with organisational guidelines, DPA, and Caldicott standard including confidentiality and client access to files.
8. Liaising with other appropriate professionals and agencies in the assessment, provision and management of services for individuals, carers and their families to ensure the range of users' needs are adequately met and communication between relevant parties is maintained regarding planning, outcomes and changes.
9. Preparing appropriate reports and assessments for court, Tribunals and professional colleagues.

In respect of the work of the team or area, there would also be a need for:

10. Contributing to Case conferences etc. meetings, discussion and ownership of work policies and processes.
11. Participating as members of working parties, pilot schemes and other projects (specific limited term tasks) contributing to the development of the service.
12. Participating in the duty service to the public if required, to maintain the delivery of the service.
13. To access, input and retrieve data from the organisational database (e.g. Carefirst) to give up to date and high quality information enabling the organisation to fulfil its statutory reporting requirements.
14. A commitment to continued training and professional development.
15. A commitment to establishing an effective supervision relationship with supervisor and asking for support when needed.
16. Commitment to working in an anti-discriminatory way. You must be prepared to implement the organisation's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the organisation's Equalities Policy.
17. You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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Criteria

Essential Criteria

Knowledge

- Knowledge of the Care Act 2014, & other statutory instruments, policies & procedures relevant to work with adults.
- Understanding of issues relating to assessment, care and the protection of vulnerable people.

Skills & Abilities

- Ability to assess and review vulnerable individuals and their carers in relation to their need for support.
- Ability to communicate clearly, both verbally, and by providing intelligible, comprehensive and detailed reports and recording.
- Ability to relate to people at all levels through good interpersonal skills
- Ability to use training and supervision constructively
- Ability to work within professional boundaries
- IT skills for inputting and recording work.
- Ability to undertake assessments and reviews according to the Care Act 2014

Experience

- Evidence of at least 2 years experience of working with service group in a relevant professional capacity
- Experience of liaising and working with other agencies and professionals

Education & Qualifications

- A good general education with a record of success
- A relevant professional qualification.

Other Requirements

- Commitment to equal opportunities; anti-Discriminatory & non-judgemental ways of working
- Ability to work on own initiative & to ask for support when necessary.
- Ability to work constructively and conjointly with colleagues.
- Ability to work to deadlines and in a pressurised environment.