



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Care Manager

Grade: Career Grade 6-PO1

Directorate: People

Department: Adult Social Care: Hospital Discharge and Reablement Team

Responsible to: Senior Practitioner/Senior Complex Care 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, supported by the wider team.

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 NVQ Qualified
- Level 3 – Level 4 NVQ Qualified with substantial experience

Main Responsibilities:

1. To facilitate efficient assessment of Rutland residents that may require social care services including Decision Support Tools and mental capacity assessments.
2. To ensure safe, timely and effective hospital discharges through the completion and coordination of assessment, reablement plan and care plan in order to ensure a safe and person centred service is provided to deliver required outcomes
3. To work collaboratively with services users and the multi-disciplinary team throughout hospital stay to enable in a way that promotes personalisation, dignity, respect and choice and which enables effective discharge from hospital and transfer of care.
4. To promote the independence and well-being of patients through coordination and commissioning of support for the transfer of care from hospital to the



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community with a therapy led reablement plan to avoid admission to institutional settings and deliver the required independence outcomes for each person

5. To commission services in accordance with assessed need to support the needs of vulnerable adults referred to the service to increase independence and ensure a timely discharge from hospital is achieved
6. To provide daily feedback to the senior practitioner/complex care manager and team manager on progress of discharges and reasons for any delays.
7. To consider in every case the appropriateness of Reablement and/or assistive technology as a way of optimising independence and delaying the need for statutory services.
8. 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
9. To comply with the National standards and regulations, the Mental Capacity Act, Deprivations of Liberty standards (DoLS) and the Care Act to ensure the highest quality of support to service users and to ensure vulnerable adults' are safeguarded
10. To undertake appropriate monitoring and review of support plans and take appropriate action arising from this activity.
11. To work in an integrated way with colleagues and other health and social care professionals to ensure the best and most seamless transition for service users.
12. To maintain accurate and timely assessment and case records in accordance with Directorate and Service standards.
13. To fully participate and engage in the development of Adult Social care services through effective team working and maintaining professional knowledge, skill and competence.
14. 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.
15. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and



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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.

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	Method of Assessment *
Level 1: Social worker or health/social care professional	A, D

EXPERIENCE/KNOWLEDGE

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



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Desirable – PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Level 1 Post qualifying experience in adult social care or in a health setting	A, I
Level 2 Experience of Hospital Discharge work Post qualifying experience in an adult community setting	A, I
Level 3 And/or significant experience of work in an adult social care service.	A, I

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.	A, I
Ability to relate effectively with other professionals/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



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Ability to manage conflicting demands and priorities	A, I
Team working skills	A, I
Level 2: Developed 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, I
Be able to contribute to the development of the team.	A, I
Experience of working in rural communities	A, 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, I
Willing and able to work weekends if required	A, I
Flexible in working patterns to fulfil commitments often outside the working day.	A, I
Level 2 and 3: HCPC registered	A, D

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



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STRUCTURE

Team Manager, Reablement, Hospital and Discharge



Senior Practitioner



Care Managers

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)
May 2024	Review	Lewis Anstock – Team Manager