



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

<b>Position Title:</b>	Care Manager
<b>Grade:</b>	Career Grade G06-PO1
<b>Directorate:</b>	Adults & Health
<b>Department:</b>	Adult Social Care: Contact and Response Team
<b>Responsible to:</b>	Senior Practitioner/Team Manager

---

### **Purpose of the Job:**

To undertake social care assessments and short term case work assessments requiring low level/preventative support.

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

### **Main Responsibilities:**

1. To maximise the choice, control and independence of service users wherever possible by creating appropriate and responsive support plans in line with the personalisation of care services agenda and the implementation of self-directed support services.
2. To assess the social care needs in respect of Rutland residents, when either in residential/nursing care 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.
3. To facilitate efficient assessment of Rutland residents that may require social care services including Decision Support Tools and mental capacity assessments.
4. To ensure service delivery meets service users and carers ethnic religious, cultural and linguistic backgrounds



## RUTLAND COUNTY COUNCIL

5. To offer advice on the services provided by the Department or re-direct enquiries as appropriate. To assist colleagues to ensure the smooth running of the front end and duty process within Adult social care.
6. To process referrals and enquiries according to Departmental guidelines, standards and RCC policies.
7. 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
8. To contribute to the ongoing development of Direct Payments and Personal Budgets with service users and their carers.
9. To work collaboratively with services users, service providers and the multi-disciplinary team in a way that promotes personalisation, dignity, respect and choice and develops positive working relationships with our partner agencies
10. 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
11. To undertake appropriate monitoring and review of support plans and take appropriate action arising from this activity.
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. 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.

### **Dimensions:**

No Line management or budget responsibilities.



## RUTLAND COUNTY COUNCIL

### 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: Newly qualified 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

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



## RUTLAND COUNTY COUNCIL

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
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



## RUTLAND COUNTY COUNCIL

Be able to contribute to the development of the team.	A,I
Experience of working in rural communities	A,I

### EQUALITY AND DIVERSITY

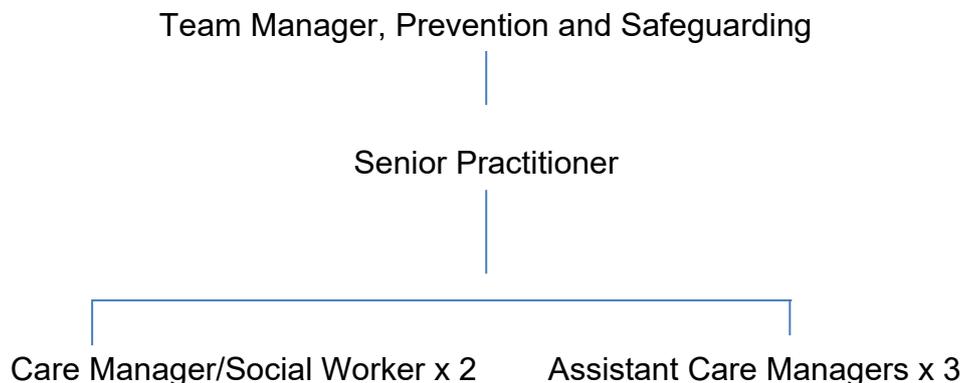
Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A,I

### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A, I
Willingness and ability to visit other sites as and when required.	A, I

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

### **STRUCTURE**





## RUTLAND COUNTY COUNCIL

**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.

<b>DATE</b>	<b>CHANGE - YES/NO</b>	<b>PREPARED BY (Name &amp; Position Title)</b>
June 2016	NEW JOB	Tracey Webb – Team Manager Adult Social Care (Prevention and Safeguarding)
August 2024	Formatting changes	Matt Stockdale, Team Manager
May 2025	Review only	Matt Stockdale, Team Manager