



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Care Manager / Social Worker

Grade: Career Grade G06 - GPO1

Directorate: Adults and Health

Department: Adult Social Care: Safeguarding and DoLS Team

Responsible to: Senior Practitioner

Purpose of the Job:

To support the functions of the Team, responding to and triaging Adult Safeguarding Referrals and liaising with partner agencies to address risks; undertake social care assessments and support with, or complete, Safeguarding Enquiries under The Care Act 2014 dependent on experience and qualification.

To promote and contribute to the safety and well-being of all adults in the community through the implementation of Leicester, Leicestershire and Rutland Adult Safeguarding Policies and Procedures and Safeguarding Principles.

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 conducting appropriate and responsive enquiries in line with the personalisation of care services agenda and Safeguarding Principles.
2. To assess the social care needs in respect of Rutland residents, when either in residential/nursing care or within their own homes, in order to support with eligibility determination, risk assessment and the development of effective and personalised protection plans
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



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5. To offer advice on the services provided by the Department or re-direct enquiries and make onward referrals as appropriate. To assist colleagues to ensure the smooth running of Safeguarding services within Adult Social Care.
6. To process Adult Safeguarding referrals and enquiries according to Departmental guidelines, standards and RCC policies, responding to immediate risk where this is identified.
7. To ensure safe, timely and effective hospital discharges through the completion and coordination of assessment and protection planning where safeguarding enquiries are needed.
8. To support Social Worker colleagues with safeguarding enquiries if you are a Care Manager, or to complete enquiries if you are a qualified Social Worker. This includes coordinating Strategy Meetings, gathering information and completing Making Safeguarding Personal with adults experiencing or at risk of abuse and neglect.
9. To work collaboratively with adults experiencing or at risk of abuse and neglect, their families, 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, in line with Safeguarding Principles.
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 adults at risk are safeguarded.
11. To undertake appropriate monitoring and review of protection plans with adults who are at risk of ongoing or repeated abuse and neglect and take appropriate action arising from this activity.
12. To maintain accurate and timely case records in accordance with Directorate and Service standards and ensure timely communication with relevant parties regarding safeguarding decisions and actions.
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 procedures.



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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.

16. 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	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	



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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
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 *



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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 *
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

TBC

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	NEW JOB	Tracey Webb – Team Manager Adult Social Care (Prevention and Safeguarding)
Nov 2024	New JOB	Hayley Morris, Team Manager Safeguarding and DoLS
November 2025	Updated wording and new template	Hayley Morris, Team Manager Safeguarding and DoLS