

A.A. AGENCY LTD.

Please note all our employers are Local Authority.

Qualified Social Worker Adult Care Services

Rate: £16 p/h (Higher rates available according to experience)

CRB Required.

Locations: Tower Hamlet, New Ham, Camden, Kensington & Chelsea, Southwark, Croydon, Waltham Forest, Richmond, Twickenham. Islington. Greenwich, City of London Etc.

DEPARTMENT:

Services for Adults

SECTION:

POST TITLE: Care Manager/ Social Worker

-Social Care Teams and

Hospital to Community Teams

REPORTS TO: Locality Team Manager

JOB PURPOSE

To be responsible for ensuring the provision of individual care packages for adults, including those with complex needs and those where statutory intervention is required. This includes the assessment of individual need and the design of creative and innovative packages of care. It also involves negotiating the funding for care plans, monitoring their effectiveness and providing support for clients to ensure their success, with an emphasis on promoting independence.

To provide a service to those eligible, both in community and hospital settings

DUTIES

Assessment

1.

To be responsible for arranging screening and initial assessments, including adults with complex needs and at those at risk.

2.

To undertake assessments of individual need and apply agreed criteria, or to arrange for such assessments to be undertaken.

3.

To be responsible for the co-ordination of multi-disciplinary assessments as required.

4.

To encourage the full participation and involvement of service users and carers throughout the process of assessment and service provision.

5.

To undertake statutory intervention where young adults and older people are deemed to be at risk, including situations where people may be neglected or abused.

Design and implementation of Individual Care Packages

1.

In close partnership with service users and/or carers to prepare written care plans for individual clients based upon assessed need.

2.

To arrange for necessary funding to meet the requirements of individual care plans within available resources.

3.

To make arrangements to implement individual care plans, including liaison with statutory and voluntary agencies.

4.

To ensure that information regarding individual care packages is shared with the service user, carers and other agencies as required and within the Department's policy on confidentiality.

5.

To provide continuing advice and support for service users and carers, and where appropriate work directly with them to ensure the effective implementation of agreed care packages.

Monitoring and Review

1.

With the service user and/or carer to monitor the implementation of individual care packages to adjust them as necessary.

2.

To ensure that individual care packages are thoroughly reviewed to comply with statutory requirements and departmental policy.

3.

To monitor the funding arrangements for individual care packages and to ensure that they reflect Best Value.

4.

To report information on unmet need to the Team Manager through supervision, and thus inform service development.

5.

To monitor the needs of clients where there are concerns about risk or possible abuse.

General Duties

1.

To contribute to the development of services, good practice in care management, policies and procedures within the Department.

2.

To maintain high professional standards in carrying out all aspects of the role of Care manager.

3.
To adhere to relevant Council and departmental policies and procedures.
4.
To be responsible for and to manage budgets delegated by the Team Manager.
5.
To act as “duty” Care Manager as required.
6.
To maintain accurate records of work undertaken utilising I.T. systems whilst adhering to Departmental procedures on confidentiality and access to client records.
7.
To undertake all duties and interaction with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to the Council’s diversity & Equality in Employment and Service Delivery policies.
8.
To take part in emergency planning as required.
9.
To establish links with other agencies e.g. local hospitals, community health services and GP practices, to promote services and develop community networks.
10.
To attend team and departmental meetings.
11.
To attend and contribute to supervision sessions and to participate in the Council’s staff appraisal system.
12.
To attend training courses to meet individual training needs.
13.
To provide advice, support and encouragement to clients who wish to make use of the Department’s Customer Comments and Complaints procedure.
14.
To provide supervision of staff in line with scale point level and agreed level of responsibility, in accordance with individual development plan.
15.
To undertake any other duties commensurate with the general level of responsibility of this post.

These are the key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the foregoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.