

Job Title:	Assistant Care Manager	Reporting to:	Advanced Social Worker
Grade	N	Posts/Team reporting to this role:	
Business unit	Adult Services	Role Profile Reference	P/A

Role Purpose:

- To work as a member of a multi-disciplinary team, carrying out assessments with older people and people who have a physical disability, in order to identify areas of need/risk, at the direction of a Social Worker or Advanced Social Worker.
- To understand and apply Care Act eligibility criteria.
- To use the support planning process to identify the most appropriate way to promote independence.
- To provide advice, information and signpost to other agencies/ support services as appropriate.
- To arrange for provision of services as appropriate.

Role Accountabilities:

- To manage a caseload, under the supervision of a Social Worker/Advanced Social Worker, who will retain overall responsibility.
- To carry out strength based, person centred assessments and reviews in order to identify needs and desired outcomes.
- Apply eligibility criteria to assessed needs/ risks; provide information and signpost to other agencies as appropriate.
- To ensure that needs/ risks which have been identified as being eligible for services, will be met, whenever possible, through the provision of care packages, aids and equipment, in order to promote the independence of the person concerned.
- To bring to the attention of the supervisor when, following an assessment visit the needs/ risks identified are complex and require further assessment by a qualified worker.
- To apply for funding for appropriate packages of care to meet eligible needs, by ensuring the relevant

funding request, assessment and care-planning documentation is completed.

- To liaise with other teams and agencies as required, to ensure the timely start of services.
- To ensure that all recording is completed to a high standard.
- Monitor and review the effectiveness of the care plan in meeting the needs of the service user.
- To assist Social Workers in complex cases by undertaking tasks that they have identified as being appropriate to delegate.
- To provide information to carers, including their right to a carer's assessment. Carry out carer's assessments where required.
- To attend and be actively involved in 1-1 supervision meetings, 4 weekly, in line with the Adult Social Care supervision policy. Also to be actively involved in the appraisal process.
- To attend and be actively involved in team meetings, team briefings and case discussions.

Knowledge and Experience

- To have an in-depth understanding of Adult Social Care.
- To have an in-depth understanding of the needs of older people, and all adults living with disabilities.
- To have a good understanding of the role and needs of informal carers.
- To have developed a knowledge and understanding of working within the Care Act 2014.
- To demonstrate the ability to undertake assessments, identify needs/ risks and produce support plans.
- To be able to work effectively using own initiative, as well as following directions.
- To recognise the need for accountability and responsibility in relation to the role.
- To recognise own limitations and seek advice when needed.
- To possess good communication skills both orally and written, in order to communicate effectively with a full cross-section of people.
- To have a good understanding of issues relating to discrimination and inequality.
- To be able to use Information Technology and be computer literate.
- To understand the importance of confidentiality

Statutory and or Qualifications required for this post:

- NVQ in Care Level 3 or equivalent

Contacts and Relationships

- Public
- Carers
- Colleagues (Primary Care/ Hospital/ Housing/ Learning and development/ Mental Health/ Brokerage / Finance
- Domiciliary care agencies

- Community Services

Board Director	
Signature:	Date