



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Care Manager – Integrated Care Coordinator
Grade:	6/PO1
Directorate:	Adults & Health
Department:	Rise
Responsible to:	Senior Neighbourhood MH Facilitator

Purpose of the Job:

To work as part of an integrated team to support either those people with a Rutland post code or registered with a Rutland GP, to reduce Social Care and Health contacts.

To assess and, complete social care assessments where appropriate, for people with a Rutland post code, 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.

To co-ordinate and organise services that will support the needs of individuals, working with health professionals and others to ensure individuals have the right 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 Qualified*
- Level 3 – Level 4 Qualified with substantial experience*

Main Responsibilities:

1. To assess the social care needs of people with a Rutland post code, who are in need of community care services in their own homes or in hospital and apply the RCC eligibility criteria
2. To work with people registered with a Rutland GP as part of the integrated team to reduce Adult Social Care, Primary and Secondary healthcare contacts. Supporting people to engage in services they have been signposted to or received a social prescription for.



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3. To create support plans in partnership with service users and carers by ensuring their active involvement throughout the process
4. To consult with other agencies as necessary, attending/co-coordinating multidisciplinary meetings when/if required. To work closely with GPs and practice staff as well as community health staff
5. To contribute to the ongoing development of Direct Payments and Personal Budgets with service users and their carers
6. To undertake Safeguarding Adults investigations using the local multi-agency policy and procedure
7. To undertake appropriate monitoring and review of support plans and take appropriate action arising from this activity
8. To operate in accordance with departmental community care practice and policy guidance, including the maintenance case file and electronic records, and relevant departmental and corporate Council administrative procedures
9. To ensure service delivery meets service users and carers ethnic, religious, cultural and linguistic backgrounds
10. To commission services - according to service user and/or carer need across agencies in the private, statutory and voluntary sectors
11. To participate in the continued development of the Team, by attendance at team meetings, participation at training events, maintaining up to date knowledge of relevant legislation, and policy guidance
12. 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.
13. 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. 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.



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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 - PLEASE REFER TO THE CAREER GRADE	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 *
Thorough understanding of Community Care Legislation and understanding of multidisciplinary working.	A/I
Knowledge and experience of safeguarding policy and procedures	A/I
Experience in an adult social work/adult health environment An understanding of the personalisation of services agenda, and the implementation of self-directed support services	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 an adult commissioning setting and/or in a health setting	A/D
Level 2: significant experience of work in an adult community setting	A/D



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Level 3: Significant experience of work in an adult social care service	A/D
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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	I
Ability to relate effectively with other professional/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: develop 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
Able to contribute to the development of the Adult Care Team	A/I



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Experience of working in rural communities	I
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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

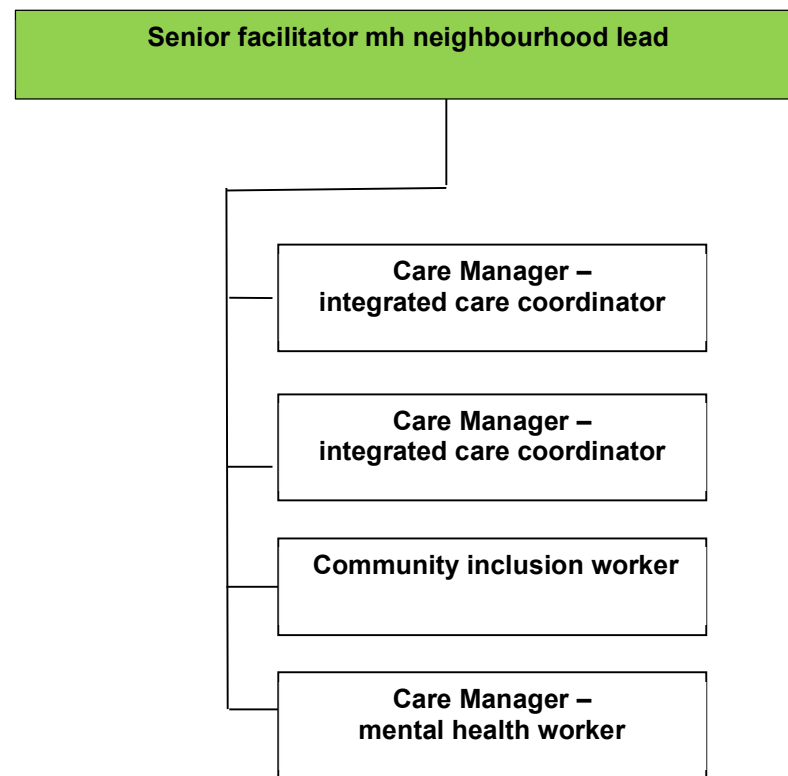
Essential	Method of Assessment *
Mobile and able to work from various locations	A/D
Willing to work weekends if required	A/I
Flexible in working patterns to fulfil commitments often outside the working day	I

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



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STRUCTURE





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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	Yes	Kim Sorsky, Team Manager, Adult Social Care, Long Term and Review
July 2019	yes	Emmajane Perkins Head of Service Hospitals & Community Care services
July 2021	yes	Emmajane Perkins Head of Service Community Care Services
June 2024	yes	Emma Jane Hollands Head of service community care services