



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Care Manager
Grade: G06/PO1 (Career Grade)
Directorate: Adults and Health
Department: Hospital Discharge and Reablement Team
Responsible to: Senior Practitioner/Team Manager

Purpose of the Job:

To complete social care assessments with Rutland residents, to work within the discharge to assess pathways and support safe and timely discharge in the community.

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 ensure safe, timely and effective hospital discharges through the completion and coordination of assessment, considering a discharge to assess model, reablement plan and care plan in order to ensure a safe and person centred service is provided to deliver required outcomes.
2. To work collaboratively with the multi-disciplinary team throughout hospital stay to promote strengths based outcomes, dignity, respect and choice and which enables effective discharge from hospital and transfer of care.
3. To arrange support in accordance with assessed needs of those referred into the service, with the aim to increase independence and ensure a timely discharge from hospital.
4. To provide daily feedback to the senior practitioner and team manager on progress of discharges and reasons for any delays.
5. To consider in every case the appropriateness of Reablement and/or assistive technology as a way of optimising independence.



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6. To promote to the safety and well-being of all people in the community through the implementation of the Rutland safeguarding adults practices and procedures.
7. To comply with the National standards and regulations, the Mental Capacity Act, Deprivations of Liberty standards (DoLS) and the Care Act to promote the highest quality of support to adults and ensure they are safeguarded.
8. To undertake monitoring and review of support plans.
9. To work in an integrated way with colleagues and other health and social care professionals to ensure the best and most seamless transition for adults.
10. To maintain accurate and timely assessment and case records in accordance with the case recording guidance.
11. 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.
12. 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.
13. 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: Education within health and social care	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 Strengths based approach to working with adults.	A, I
A working knowledge of The Care Act	A, I
Experience 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



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<p>Level 2 Experience of Hospital Discharge work Post qualifying experience in an adult community setting</p>	A, I
<p>Level 3 And/or significant experience of work in an adult social care service.</p>	A/I

SKILLS

Essential – PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Ability to undertake social care assessments, creativity in support planning and monitor and review effectiveness of community support/	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
Level 2: Developed expertise across more than one Adult client group.	A, I



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Desirable – PLEASE REFER TO THE CAREER GRADE	Method of Assessment *
Able to assess risk and make sound professional judgments.	A,I
Be able to contribute to the development of the team.	A,I

EQUALITY AND DIVERSITY

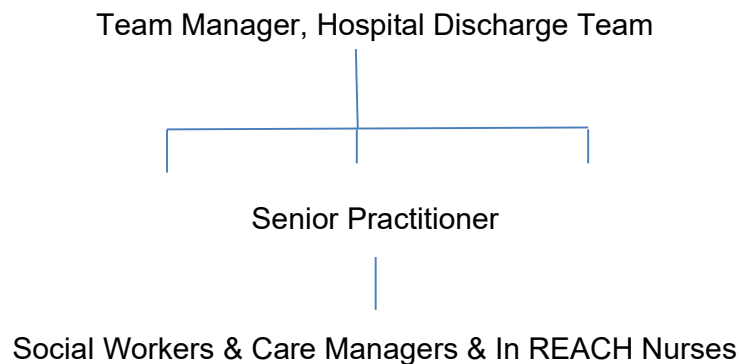
Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A,I

OTHER

Essential	Method of Assessment *
Willingness and ability to visit other sites as and when required.	A, I
Willing and able to work weekends if required	A, I
Flexible in working patterns to fulfil commitments of the role and the team, often outside the working day.	A, I

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

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 2015	NEW JOB	Angie Essom, Team Manager
June 2026	Changed	Hayley Charles, Senior Practitioner.