

# Job specification



**Job title: Reablement Manager**

**Service: Early Intervention**

**Grade: G8**

**Reporting to: Reablement Lead**

## Your job

The Reablement team is CQC registered service and is part of the Early Intervention Team which is a multidisciplinary team consisting of Occupational Therapists, Reablement staff and Assistive Technology assessors. As a Reablement manager you will be part of the team providing integrated, multidisciplinary programmes of Reablement across the borough. The service operates 7 days a week, 365 days a year using an asset-based approach to promote independence and help restore/maintain the service user's ability to remain in their own homes.

You will organise the day to day service delivery including being responsible for your own allocated cases, you will also organise rotas, staffing levels and be responsible for staff supervision, training and performance. You will provide support for service users for up to a six week period where you will them to try to find out as much information as you can about their health, lifestyle, abilities and what they would like to achieve.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

In the next 12 months, you will:

- Monitor and anticipate the demands on the Reablement Service
- Accept and take responsibility for referrals in respect of the community/hospital and the Early Intervention teams and be responsible for your own case load.
- To continuously monitor the service user requirements ensuring the delivery of the most appropriate service at all times.
- Assess and recommend suitable Reablement programmes, equipment and Adaptations following agreed procedures.
- Undertake duties and responsibilities in a timely manner to meet the Standards and response times expected.
- To represent Reablement at relevant meetings across the health and social Care organisations.
- Liaise with other agencies and professionals such as social workers, and therapists on a daily basis
- Use an asset based approach to support independence including providing support in all decision making related to the service users care.
- Support staff to manage risk and create a culture of positive risk taking.
- Demonstrate leadership qualities to motivate and influence staff

- To coach, monitor and identify on-going training solutions to ensure staff are trained and equipped with the skills required to perform their role to the required level of competence.
- To maximise the performance of all staff through My Time and My Time and other relevant Council processes including capability and disciplinary procedures.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- NVQ Level 3 in Health & Social Care.
- A current Level 2 certificate in Medication and experience of dealing with service users who may require support with medication.
- A current Moving and Handling certificate with 12 months experience of safe methods of moving and handling techniques.
- To be willing to obtain NVQ Level 4 in management within 12 months of appointment.
- To be willing to obtain a recognised certificate in Trusted Assessor
- An understanding and awareness of Reablement processes which allow service users to return home and live as independently as possible.
- The ability to work well under pressure and have experience of being able to respond in a timely manner to emergencies that service users and staff may need support with.
- Knowledge and experience of equipment and adaptations.
- Experience of identifying/assessing/monitoring/reviewing service user needs.
- Demonstrate a good understanding of CQC and the impact on service delivery and experience of working to prescribed standards.
- Experience of advising/supervising staff and arranging workloads/rotas.
- Experience of performance management.
- Experience of Information Technology and its use in a social care setting.
- To work flexibility in their approach to hours including working weekends/bank holidays and shifts on a rota basis.
- A current valid driving licence or the ability to travel across the borough to meet the needs of the service

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough