

OLDHAM METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE	Health and Social Care Lead – Older Adult Mental Health Team		
DEPARTMENT	Health and Wellbeing	DIVISION/SECTION	Learning Disabilities and Mental Health
GRADE	Grade 10		

JOB PURPOSE

To be a key member of the Integrated Mental Health Team for older adults supporting the development and delivery of quality specialist services across an integrated health and social care agenda.

Working in partnership with agencies and professional disciplines to identify and deliver opportunities to address health and social care inequalities. In addition being instrumental in supporting the Pennine Care Service Manager and Council Service Manager for all age Mental Health Services to improve the quality of services including improved outcomes and enhanced service user experience for older adults with mental health needs..

Lead on the teams social care activities and ensure staff are supported to deliver the statutory duties and requirements as part of an integrated team. Ensuring the service and its staff are flexible, reliable and responsive to the social care needs of Service Users, Carers and Families.

KEY TASKS – leading staff

1. To undertake a wide range of social care leadership activities such as recruitment, selection, inductions and promoting professional practice.
2. To ensure social care tasks are allocated appropriately to members of the team and monitor that the work is completed to expected standards
3. To support the appraisal process with the service manager and ensure training/learning needs are identified and are supported in those needs being met, including those studying for a qualification
4. To conduct formal supervision and professional supervision of social care staff and where agreed of staff of other professions to support them professionally to undertake their caseload of work
5. To ensure staff adhere to the Council's Practice Standards and the standards and frameworks provided by the professional registration body where applicable (HCPC & NMC).
6. To promote and ensure staff implement required changes and advances in working practices, and engage with new technology and ICT

KEY TASKS – Resources

7. To support the Service Manager in effective accounting for budget(s) and spend of community care support in line with Care Act assessments of need.

8. Approve funding for Care & Support Plans up to authorised levels
9. To ensure procedures are followed for ordering goods and services
10. To ensure the team keep the council and trust IT systems updated, and information/outcomes are accurately recorded. To ensure the team keeps personal information confidential.

KEY TASKS – Service Delivery and Operational Tasks

11. To ensure Care & Support Plans are established in conjunction with Service Users, Carers and their Families, through needs-led assessment and are implemented, monitored and reviewed for the most effective way to support needs of Service Users, Carers and Families
 12. To support staff in this process and to be a source of specialist expertise, offering advice and guidance as appropriate, for example, with regard to crisis situations and Service Users with acute and complex needs
 13. To monitor and evaluate contracts supporting packages of care to ensure they are being carried out in accordance to required standards
 14. To undertake safeguarding adult manager role and support strategy, enquiry, case conference and risk management process.
 15. To advise the Service Manager/Head of Service of problems/issues preventing compliance with Council procedures
 16. To investigate complaints/allegations and report on findings. If required, to take appropriate action in line with Council and PCFT procedures. To follow procedures concerning Freedom of Information Requests and Data Access requests
 17. To act for and advocate on behalf of Service Users, Carers and Families, within the boundaries of corporate, directorate and Trust policies, as required
 18. To make recommendations to initiate court proceedings where assessed as necessary
 19. To build and maintain relationships, both internally within the Council and partnership working with external organisations/agencies. To work with other professionals in a multi-disciplinary setting and ensure work is integrated within the community learning disability team and other agencies as appropriate
 20. To chair meetings and to co-ordinate activities arising from them as required
 21. To prepare for and take part in audits and inspections of the Service
- To maintain competence as an Approved Mental Health Professional where qualified, undertaking rota duty (minimum 12 sessions per annum) and engage in continuous professional development.

KEY TASKS – Service Improvement and Strategic Delivery

22. To collate information about unmet need and to raise issues with the Service Manager/Head of Service of gaps in Service delivery, including contributing ideas for solutions
23. To support the co-production with Service Users, Carers and Families, promoting their involvement in processes, and incorporating their feedback into Service Delivery and Planning as appropriate

24. To develop, implement and monitor Quality Assurance standards
25. To achieve the objectives of the Authority and the Trust and support plans of service development, policies and procedures.
26. To deputise for the service manager and/or represent the Service at meetings
27. To respond to enquiries by senior officers and elected members as to service delivery.
28. To use information to analyse data, compile management information and write reports etc. to use as necessary
29. To identify and assess risk as part of a risk management process, including health & safety and facilities management, and act upon assessments

In addition to the tasks above, Jobholders could be required to undertake any tasks, duties or responsibilities contained in lower-graded posts within the Social Worker profile family to ensure a comprehensive Service is delivered to Service Users, Carers and Families.

STANDARD DUTIES

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery
2. To uphold and implement policies and procedures of the Council and Directorate, including customer care and health and safety policies
3. To undertake continuing professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure the team are informed appropriately
4. Undertake any additional duties commensurate with the grade of the post

CONTACTS

Service Users, Carers, Relatives, Guardians, colleagues within OMBC and the NHS, partnership agencies, legal professionals, teachers and the police

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Service Manager PCFT, Service Manager OMBC

Responsible for: Senior Practitioners, Social Workers, Nursing staff, Social Care staff, allied health care professionals and other staff as directed.

SPECIAL CONDITIONS

DBS Disclosure Required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

OLDHAM METROPOLITAN BOROUGH COUNCIL
Person Specification

Job Title: Health and Social Care Lead – Older adult mental health

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	<p>A Social Work Degree or an equivalent recognised Social Work Qualification, e.g. DipSW</p> <p>Registration with professional body An appropriate Post Qualifying Award,</p>	<p>Approved Mental Health Professional qualification</p> <p>Best Interest Assessor qualification</p> <p>Management Qualification</p>	<p>Certificate (produce at Interview)</p> <p>Certificate (produce at Interview)</p> <p>Certificate (produce at Interview)</p> <p>Certificate (produce at Interview)</p> <p>Certificate (produce at Interview)</p> <p>Certificate (produce at Interview)</p>
Experience	<p>Evidence of working with people with mental health needs community settings.</p> <p>Experience of leading and motivating staff and ensuring work is completed to a high professional standard</p> <p>Experience of giving formal and professional supervision to staff and giving advice and guidance to develop the skills and experience of social workers, social care and health care staff</p> <p>Experience of ensuring Care & Support Plans are completed, implemented, monitored and reviewed with person-centred planning principles and relevant procedures</p>	<p>Experience of understanding budgets, direct payments and continuing health care</p>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>

	<p>Experience of using electronic systems to maintain Service User's records and outcomes</p> <p>Experience of engaging with providers and monitoring support.</p> <p>Experience of working in multi-disciplinary teams to deliver services, plus working in partnership with a variety of organisations in the public, private and voluntary sectors</p> <p>Experience of prioritising competing demands and meeting conflicting deadlines</p>		<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Skills & Abilities	<p>Excellent/effective verbal and written communication skills</p> <p>Able to work in partnership with individuals and their parents/carers</p> <p>Leadership skills</p> <p>Excellent organisational skills prioritise workload and meet deadlines</p> <p>Ability to deal with highly emotional/stressful situations and support staff team.</p> <p>Skills to collate information, research, analyse and evaluate data, and produce statistics and write reports</p> <p>Ability to contribute to strategic service delivery, business planning, developing new policies and procedures and proposing ideas to improve service delivery</p> <p>Ability to support coproduction to promote Service Users, Carers and Families to participate in planning Service Delivery</p>		<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Knowledge	Extensive knowledge of the		Application Form/

	<p>relevant legislation, codes of practice, National Guidelines and Government initiatives connected with service delivery in this area of social work</p> <p>To ensure professional knowledge is kept updated through continuing professional development and contribute to the promotion of professional practice</p> <p>Knowledge and understanding of equality and diversity issues in delivering social and health care strategies to promote equal opportunities</p> <p>Knowledge of a range of IT packages such as word processing, spreadsheets, databases and presentation programmes</p>		<p>Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Work Circumstances	<p>Willingness to participate in learning and training activities including undertaking additional qualifications</p> <p>Driving Licence or able to travel independently across the Borough of Oldham</p> <p>Able to work unsocial hours</p>		<p>Application Form/ Interview</p> <p>Application Form/ Interview</p> <p>Application Form/ Interview</p>

NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview