

JOB DESCRIPTION



Job Title	Assistant Community Services Manager		
Salary	£39,782 - £44,632 per annum		
Directorate:	People	Section/Location:	CMHT, Church Hill House
Grade/Salary Range:	BG-E SCP 37 - 42	Work style:	Home Flex

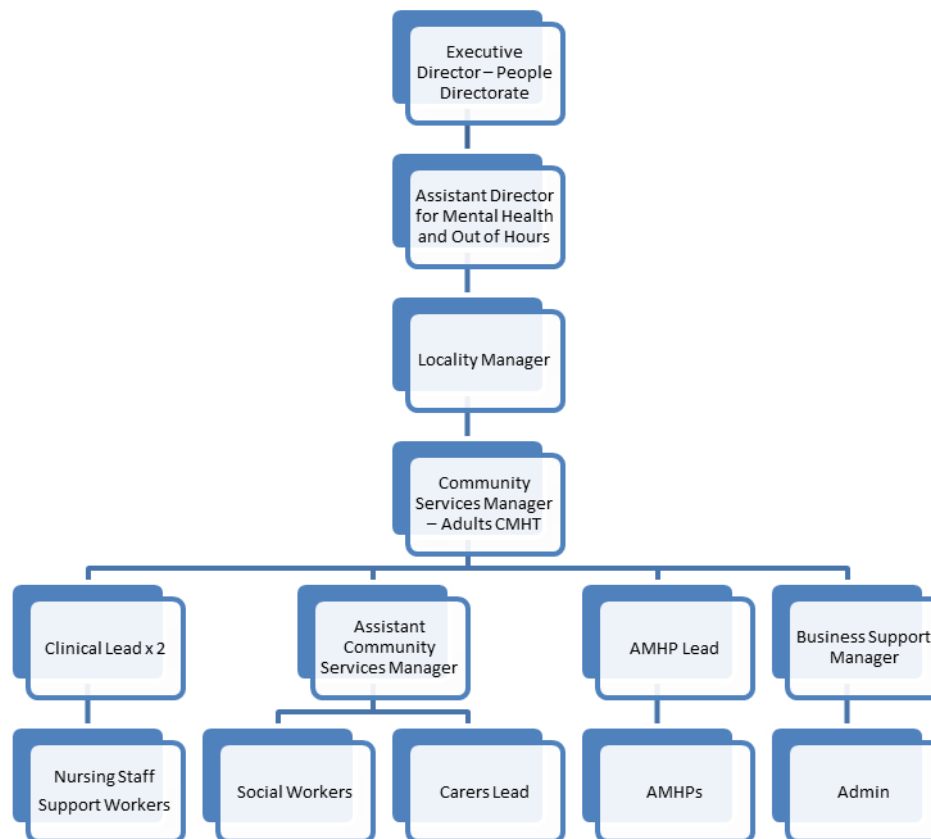
Key Objectives of the role

To assist the Community Services Manager for Adults CMHT, in ensuring that appropriate arrangements are in place to enable staff in the team to fulfil their roles and responsibilities to maximum effectiveness with the allocated resources.

To liaise with other teams and agencies with the purpose of ensuring that people with eligible needs receive a holistic service, meeting all identified needs.

To ensuring there is effective supervision of staff and that services are delivered and developed according to policies, procedures and good practice guidelines.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To assist the Service Manager with agreed delegated responsibilities, in order to

contribute to the provision of a community service for adults with mental health needs.

- To provide professional supervision and guidance to colleagues.
- To carry a limited caseload of complex needs for adults with mental health needs.
- To ensure that arrangements for support are personalised and cost-effective before they are submitted for approval and that staff understand their responsibilities in relation to financial management.
- To participate in developing approaches and strategies to support continuous improvement of service to people and their carers. This will include consultations, communications and liaison with a wide variety of stakeholders
- To participate in assessment and care co-ordination, including care planning under the Care Programme Approach for people in need of support.
- To support and work collaboratively with carers, promote empowerment and anti-discriminatory practice and monitor the quality of care provided.
- To take responsibility for safeguarding investigations and in addition to act as the decision maker [designated safeguarding manager - rostered], which may include chairing safeguarding meetings.
- To contribute to all staff support related functions including recruitment, supervision, training, appraisal and where appropriate, performance management.
- To participate in and contribute to a range of meetings / functions to represent the Community Mental Health Service to ensure that the requirements of the people using the service are properly represented.
- To regularly update knowledge around all issues of social care and health and attend appropriate training, maintaining registration with the appropriate registration body.
- To ensure that records are maintained appropriately so that the performance of the team can be monitored and reported.

Scope of role

To work within the budgetary constraints of the Department. The Assistant Community Services has specific delegated financial authority beyond which he/she has to refer to the Service Manager.

The post holder will need to organise, prioritise and balance a range of responsibilities on a daily basis. The constant challenge will be to balance the resource demands – both staff and financial – within the resources available.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>One of the following:</p> <p>Degree in Social Work CQSW Dip SW CSS</p> <p>Proven post qualifying experience.</p>	<p>Practice Educator.</p> <p>Accredited management training.</p> <p>Training in supervision of staff.</p> <p>Training to Level 3 Safeguarding</p> <p>Best Interests Assessor</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding vulnerable adults and promoting their welfare.</p> <p>Up to date knowledge of community care legislation; such as Mental Health Act 1983, Mental Capacity Act 2005 and Care Act 2014, adult safeguarding, DOLs legislation, carers' legislation, and personalisation/self-directed support.</p> <p>Leadership or management experience</p> <p>Ability to support people to complete detailed self-assessments and create imaginative support plans.</p> <p>Ability to manage complex work, including safeguarding investigations.</p> <p>Able to provide advice and support and act as Duty back-up as and when required.</p> <p>Evidence of continuous professional development in relevant professional discipline.</p>	<p>Experience of supervising colleagues.</p> <p>Experience of working with people with mental health conditions.</p> <p>Experience of multi-disciplinary working.</p>
Work-related Personal Requirements	<p>The post holder must hold a full UK driving licence (or valid equivalent) and daily use of a car for business purposes to travel across the borough in a timely manner at various times of the day.</p> <p>Good communication skills both written and verbal.</p> <p>Good report writing skills.</p>	<p>Developed leadership skills.</p> <p>Innovative and creative thinker.</p>

	<p>Ability to work in multi-disciplinary a team and multi-agency environment.</p> <p>IT literate including databases, email and internet.</p> <p>Good time management skills and ability to meet deadlines.</p> <p>Ability to prioritise and make rational decisions in pressurised situations.</p> <p>Ability to show empathy and compassion.</p> <p>To work in a flexible manner in line with service needs.</p>
Other Work Requirements	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>The ability to converse easily with members of the public and respond effectively to questions in spoken English</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<p>Role models and demonstrates the Council's values and behaviours</p>	 <p>One Council Forward thinking & focus Open Respectful Working together Adaptable Resilient Determined</p>	