

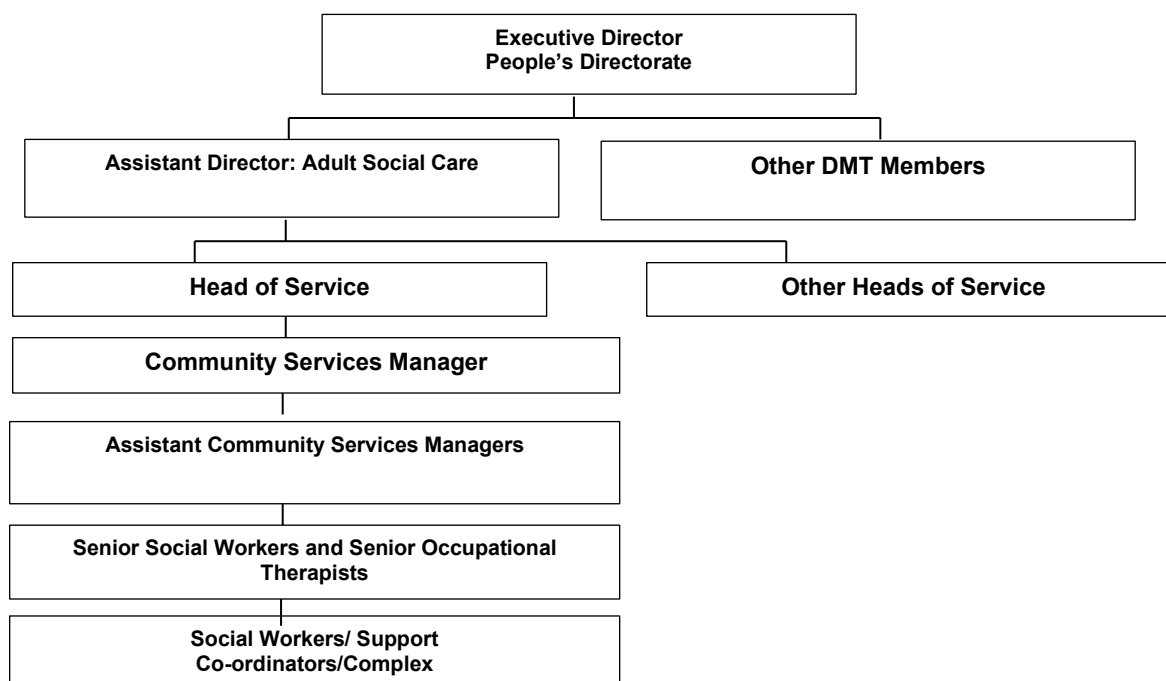
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Assistant Community Services Manager</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£56,748 - £59,999 FTE</b> plus £729 London Weighting and £963 Essential Car User allowance
<b>Section:</b>	<b>Early Intervention &amp; Prevention</b>	<b>Grade:</b>	<b>BG-D, SCP45-48</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

- Support the management of Early Intervention and Prevention, ensuring smooth day-to-day operations across multidisciplinary teams.
- Delivering and maintaining high standards of performance in the team, ensuring the continuous development of services and that people fulfil their roles to maximum effectiveness within allocated resources.
- In partnership with the health and social care colleagues, participate in the improvement of services to people and their carers as directed by the Community Services Manager.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

### General

- To ensure that all relevant Legislative requirements, Council and Departmental policies are implemented through the work of the team
- To contribute to the running of the Department as required, including deputising for Community Services Manager
- Oversee referral pathways, ensuring timely and appropriate interventions between hospital, community, and home settings.
- Promote strength-based approaches, ensuring support plans are goal focused and reflect the individual's needs.

### Staffing

- To organise the work of the team as required by the Community Services Manager. This will include participating in responses to Safeguarding alerts
- To be responsible for ensuring that all staff within your supervisory structure have appraisal, regular supervision and appropriate training
- To take appropriate remedial action with staff where performance falls below the required standard
- To lead on the recruitment of staff as delegated by the Community Services Manager

### Performance

- To take a lead on ensuring that there is a systematic approach to maintaining and improving the quality of service to our residents including regular audit of practitioners' work
- To ensure that records are maintained appropriately so that the performance of the team can be monitored and reported

## Scope of role

### Budget

- To ensure that arrangements for support are personalised and cost-effective before they are submitted for approval
- Ensuring the delivery of a range of integrated services, delivered by health and social care practitioners. These services are essential to the delivery of the Better Care Fund Programme, upon which future Central Government funding is dependent
- To ensure that staff understand their responsibilities in relation to financial management and to adhere to the Councils' Scheme of Delegation.

## **Strategic**

- Deliver continuous improvement of services by working with the team and in partnership with other health and social care providers
- To take on Management responsibility for the service or projects as delegated by the community services manager
- The management of relationships with other organisations, particularly NHS Acute Trusts and the Community Healthcare Trust

Commitment to the Council's Equal Opportunities policy always

Commitment to always working within the bounds of the Data Protection Act and GDPR legislation

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
<b>Skills and qualifications</b>	<p>Relevant Social Care or Healthcare qualification</p> <p>Safeguarding Level 3 training</p> <p>Registered with Social Work England or HCPC</p>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Significant experience in Health &amp; Social care with supervisory experience.</p> <p>Thorough knowledge of relevant legislation and national policies</p> <p>Ability to communicate effectively with a wide range of people in a wide range of circumstances</p> <p>Empathic and respectful of diversity</p> <p>Organisational skills, including delegation, project management</p> <p>IT skills:- Social Care Record, Word, Excel, Outlook and Microsoft Teams.</p> <p>Good report-writing skills</p> <p>Knowledge of performance management of staff</p> <p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p>	<p>Previous management experience</p> <p>Leadership and motivational skills</p> <p>Understanding of a responsibility of wide range of disciplines</p> <p>Management qualification or training</p>
<b>Work-related Personal Requirements</b>	<p>Flexibility</p> <p>Ability to take appropriate levels of responsibility and accountability</p> <p>Motivated and person-centred values</p> <p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p>	
<b>Other Work Requirements</b>	A satisfactory enhanced Disclosure and Barring Service check.	

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This post is exempt from the  
Rehabilitation of Offenders Act 1974

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<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>
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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

