



Job Description

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St. Helens Council

Post: Care Manager

Department: Adult Social Care & Health

Grade: Scp 29 - 31

Responsible to: Team Manager/Assistant Team Manager

Purpose of the Post:

To undertake needs-led assessments and to provide support to adults and their carers.

To provide specialist support to service users, carers and colleagues in accordance with their particular skills and qualifications.

To work in an Integrated Continuing Healthcare Team to provide the required support in delivering the NHS framework for Continuing Healthcare and NHS Funded Nursing Care for Adults.

Duties and Responsibilities:

1. Complete complex multi-disciplinary assessments and provide on-going case management for people who may have unstable and unpredictable conditions, with appropriate supervision from Team Manager, Assistant Team Managers or Senior Care Managers, within the criteria of each individual service
2. To offer and conduct assessments for Carers in relation to their own needs as distinct from those of the individuals being cared for
3. Where possible seek to sustain and maintain individuals in the community whose challenging behaviors present a risk to the individual and others, with appropriate supervision from Team Manager, Assistant Team Manager or Senior Care Managers.
4. To identify eligible needs and / or outcomes and identify appropriate services to meet those needs / outcomes including Self Directed Support options
5. To take on the role of lead investigator in safeguarding adults cases with appropriate supervision from Team Manager, Assistant Team Manager or Senior Care Manager
6. To make decisions in relation to the Mental Capacity Act regarding best interests and capacity, with appropriate supervision from Team Manager, Assistant Team Manager or Senior Care Manager
7. Work in-line with departmental policy and procedure, within the social care legislative framework and within set budgets



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- 8 Complete non-complex assessments and annual reviews where appropriate
9. To act as a service broker where appropriate, to arrange, commission and co-ordinate appropriate services according to:
 - Departmental Policy
 - Any agreement made by the Authority with service providers
 - Agreed budget constraints
 - Principles of Self Directed Support
10. To participate in staff appraisal, supervision and training including PQ as appropriate
- 11 To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- 12 To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- 13 To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: December 2009. JE Jan 2010

Date Reviewed: March 2014