



<b>Job description</b>	
<b>Job title</b>	Assistant Care Manager
<b>Pay Band</b>	Pay Band G
<b>Directorate</b>	Adult Social Care
<b>Section/team</b>	Hospital Discharge Team
<b>Accountable to</b>	Team Manager
<b>Responsible for</b>	NA
<b>Date reviewed</b>	September 2022

### **Purpose of the Job**

To contribute to the assessment and care management system by supporting people to complete simple needs based assessments and by supporting social workers in the day to day undertaking of their role. As a key worker, to arrange services and reviews with service users and/or their carers and monitor accordingly.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To carry out simple needs based assessments with service users and/or their carers within agreed procedures to determine their needs, level of risk and urgency in response in order that an individual support plan can be identified.
2. To implement, co-ordinate and maintain individual support plans and act as key worker in appropriate cases to ensure that services are arranged to meet identified and appropriate needs.
3. As part of a team to monitor the implementation of individual support plans and periodically review the progress of simple needs based assessments.
4. To refer significant changes in needs to appropriate parties and ensure that the support plan is amended to meet these changing needs.
5. To liaise effectively with service providers and/or carers to ensure their



involvement in the care process and to ensure the fullest possible range of services is available to meet the identified needs.

6. To monitor and assess the progress of people undergoing rehabilitative support and where appropriate, arrange simple packages of care to support their discharge into the community.
7. To follow up requests for information about a service users financial situation to support residential and nursing home placements.
8. To maintain service users records/systems, including the use of computerised databases, to ensure provision of accurate and up to date information.
9. As a member of the team, to contribute to the development of services by offering views and ideas to ensure the continuing provision of a high standard of care to all services users.
10. To undertake such training as identified and required by the department.
11. To comply with all the Council's Standing Orders and financial regulations.
12. To comply with all requirements of the Health and Safety legislation and Council Policy, taking appropriate action where necessary.
13. To be aware of and report any safeguarding concerns as per Knowlsey safeguarding policies and procedures, safeguarding is every body's responsibility.
14. To respect the confidential nature of the work and protect personal information in accordance with Data Protection Legislation.
15. Actively participate in supervision and My Time and demonstrate an active commitment to continuous personal development by attending relevant training and development opportunities including team meetings.

### **Health and Safety**

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**



- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.