



1. JOB IDENTITY

Post Title:	Care Manager	Service:	Health & Social Care
Section:	Care Management	Grade:	Practitioner K
Reports to:	Team Manager		

2. JOB PURPOSE

- Undertake assessments within budgetary criteria, where individuals meet service eligibility, to meet the outcomes of older adults, and those with a physical disability including acquired brain injury, under the remit of the Social Work (Scotland) Act 1968 and subsequent legislation relevant to the function of care management

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Undertake holistic assessment whilst involving individuals at the core of the process via the agreed assessment pathway
- Prepare Assessment / Support Plans to meet agreed eligible outcomes of individuals and commission the most effective ways of delivering those outcomes, by securing the required statutory and voluntary resources or services
- Undertake financial assessments and budget related activities, monitoring expenditure as required, which includes costing the requirements of these plans and determining the availability of the necessary finance
- Ensure delivery of individual outcomes in a consistent and cohesive way, whilst reviewing and monitoring these on a regular basis
- Maintain case and administrative records in accordance with corporate policy and procedures and identify unmet needs and gaps in provision and report to senior management
- Work within the arena of The Public Bodies (Joint Working) (Scotland) Act 2014, where the focus is on single point of contact for the Core Team, working within an Enablement approach to promote the independence of eligible individuals
- Support complex and difficult situations, whilst promoting positive risk taking
- Work within Adult with Incapacity (Scotland) Act 2000 and support implementation of measures under the act and operate within the principles of the Act
- Liaise with Aberdeenshire Council Adult Support and Protection network, in line with the Adult Support and Protection (Scotland) Act 2007 Act, where a concern has been highlighted and carry out the role of a Council Officer as required in order to establish if an Adult is at risk of harm
- Undertake on-the-job training as required, for employees within the operational team

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Professional qualification in Social Work - CQSW, Dip in Social Work, Dip / Degree in Occupational Therapy or a Registered Nurse with Community Experience
 - On appointment all Newly Qualified Social Workers will be required to attend Aberdeenshire Council's Mandatory Newly Qualified Social Work programme as well as present their Individual Learning Plan (ILP) to the Line Manager.
 - All Social Workers must be registered with the SSSC before being appointed.
 - If not a Social Worker, must be registered with the relevant professional body
 - Current valid driving licence

5. EXPERIENCE

- Essential:**
- Proven experience in a community setting working with people with community care needs
 - Assessment skills experience
 - Experience of supporting staff
 - Experience in budget management
 - Experience in using Microsoft Office packages to a proficient standard
- Desirable:**
- Experience of working within a Health and Social Care Partnership

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to record information and present written reports relevant to the care management task
 - Ability to work within current legislation
 - Ability to work in a needs led way and understand the concept of unmet need
 - Customer focused with excellent organisational, interpersonal, communication, interviewing and negotiating skills with the ability to work to tight and often conflicting deadlines, and to secure positive outcomes
 - Knowledge of Health & Safety, Health and Social Care Standards
 - Ability to pursue opportunities to make services and working practices more efficient and effective
- Desirable:**
- Awareness of the wider context in which health and social care is provided

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post