Aberdeenshire Health & Social Care Partnership

Job Profile

April 2024

1. JOB IDENTITY

Post Title:	Team Manager Care Management	**Service:**	Health and Social Care
Section:	Older People and Adults with Physical Disabilities	**Grade:**	Team Leader M
Reports to:	Location Manager		

2. JOB PURPOSE

- Manage a dispersed team of professional and support staff aligned to the Care Management of Older People and Adults with Physical Disabilities, with operational responsibility to deliver critical services to vulnerable individuals, their families and carers in line with the Health and Social Care Partnership national standards

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

- Responsible for the leadership and day-to-day operational management of teams with the service, including ensuring that staff follow all relevant health and safety policies and procedures
- Recruitment and deployment of staff and ensuring that all have access to day to day guidance and direction, regular profession supervision as well as training and development to meet the requirements of each post and ensuring adherence to employee policies and procedures
- Ensure that individuals within the team receive appropriate informal and formal performance appraisal through Employee Annual Review
- Undertake quality assurance of service provision including assessments and care planning and evidencing of contact recording as per contact recording policy, professional supervision and decision-making on priorities for service
- Contribute to the promotion of integrated ways of working within the Health and Social Care Partnership and to the development and improvement of current service provision
- Report to the Location Manager providing recommendations and conclusions around service provisions, and ensure continuous evaluation and review of services
- Ensure financial monitoring of devolved budgets and authorise certain expenditures
- Ensure that all statutory duties are undertaken
- Contribute to and chair the Resource Allocation Panel as required
- Responsible for the chairing of Adult with Incapacity Case Conferences and contribute to involvement with Adult Protection Case Meetings & Conferences as required to ensure quality assurance of Adult Protection measures
- Responsible for responding to service complaints as required and leading on disciplinary or other investigations relevant to Care Management Teams

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to BA (Hons) in Social Work, Diploma in Social Work, CSS, Occupational Therapy or Nursing first level with community experience
- Registered with SSSC
- Registered with an appropriate regulatory body

Desirable:

- Relevant post-graduate qualification or award
- Management qualification

5. EXPERIENCE

Essential:

- Extended period of post qualification experience working with older people and adults with physical disabilities
- Track record of working in a community setting with individuals with physical disabilities and age-related conditions including dementia
- Extensive experience of forming positive working relationships and collaborative working with a range of professionals in Health and Social Care and the Third Sector
- Experience of team management and development including training and staff supervision

Desirable:

- Experience of monitoring budgets and ensuring effective utilisation of resources
- Experience of performance management

6. KNOWLEDGE AND SKILLS

Essential:

- Leadership and Management skills
- Detailed knowledge and understanding of Care Management and the Self Directed Support
- Comprehensive knowledge of relevant legislative framework
- Ability to assist in the preparation of strategic plans, in conjunction with key partners
- Customer-focussed with excellent organisational, interpersonal, communication and negotiating skills with the ability to work to tight and often conflicting deadlines and secure positive outcomes
- Ability to make judgements and decisions, using own initiative, and present clear arguments in a manner appropriate to the circumstances
- Reflective practitioner with the ability to embrace change
- Confident in using ICT systems to a proficient standard
- Ability to travel within Aberdeenshire

Desirable:

- Ability to use innovative approaches in line with recent developments in the field

Agreed

- Comprehensive understanding of local Authority financial policies and procedures

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Authorised Car User 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

Agreed