

Kent County Council

Job Description: *Pre-admission Assessor and Day Centre Team Leader – Blackburn Day Centre - Adult Short Stay Services*

Directorate:	Adult Social Care and Health
Unit/Section:	Adult Short Stay Service
Grade:	KR8
Responsible to:	Registered Manager/Head of Service

Purpose of the Job:

Managing and leading a team of staff in a day care centre, including the allocation of tasks to meet the needs of individual people we support and their carers whilst providing day care services. Assist senior managers alongside a multi-disciplinary team of professionals, to provide high quality care and maintain a customer friendly service.

To complete assessments of prospective customers to the short stay units or the day service and liaise with the Registered Manager before making the decision to admit.

To prepare initial risk assessments and initial care plans before the person we support is admitted so that service users are safe from the minute, they enter the service.

To support flow by ensuring weekly MDT meetings take place and that every person we support is reviewed weekly.

To ensure that every person we support has a moving on plan and leaves the service at the right time for them.

Provide higher level management support to the Registered Manager and the senior team leader so that the care centre delivers high quality, safe care and maintains a customer friendly service.

Main duties and responsibilities:

- Manage and supervise a team of residential or day centre staff to ensure that the requirements of individual care plans, mandatory and development led training are undertaken, and that professional standards are maintained.
- Assist in the recruitment, selection, induction, motivation and development of staff to ensure the continued existence of an effective staff group, able to meet the changing demands of the service and committed to that aim.
- Promote and embed a person-centered culture.

- Encourage, ensure and monitor user participation in the day to day running of services and in a range of culturally valued and meaningful activities.
- To actively use information to understand outcomes for the people we support, variations in services and challenge why we do things. To embrace change with an open mind set and implement new ways of working.
- Assist the manager/senior team leader in the quality assurance of the care centre by undertaking audits
- Reporting any safeguarding issues and deprivation of liberty safeguards that arise, in line with the policy and notifying the regulator in line with current regulations
- Manage and coordinate referrals and assessments for prospective customers. Use data systems for information gathering to ensure that informed decisions are made with regards to accepting new admissions.
- Processing of referrals and carrying out assessments of prospective customers and complete risk assessments before the person we support is admitted. Decide with the registered manager for either accepting or decline a referral.
- Ensure that each referral is correctly recorded on the computer system which includes the initial assessment front sheet.
- Arranging, attending and providing professional input towards MDT meetings with regards to flow and discharge planning.
- Strengthen and develop links with partners, colleagues and community-based agencies to maximise inter-agency cooperation to the benefit of people we support.
- Promote a customer friendly atmosphere in the Day Centre and assist the Manager/Head of Service in the arrangements to ensure a safe environment for people we support, their carers and staff.
- To oversee the security and safety of the service.
- Ensure the service is cost-effective and managed within budget.
- On call and any other duties as delegated by the manager.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Pre- Admission Assessor and Team Leader - Blackburn Day Centre - Adult Short Stay Services*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>NVQ 3 in Health and Social Care or a first Level Nursing; Social Care or Occupational Therapy qualification</p> <p>NVQ 3 in Supervisory Management or equivalent</p> <p>Ability/willingness to work towards level 5 in Health and Social Care or Management.</p>
EXPERIENCE	<p>Substantial experience of working with older people, including in a rehabilitative or mental health setting.</p> <p>Experience of influencing the quality of care delivery</p> <p>Supervisory experience in a social care setting</p>
SKILLS AND ABILITIES	<p>Competence in staff deployment within predetermined Rota patterns and against specifications to meet the individual needs of residents and Registered Care Centre users</p> <p>Ability and willingness to achieve Diploma 4 in Health and Social Care or equivalent</p> <p>Addressing the varied individual needs of service users and responding to the complex situations and emergencies which might arise</p> <p>Staff management skills to supervise and lead a team of carers, encouraging a customer conscious approach to addressing the needs of service users and satisfying the objectives of Care Plans</p> <p>Staff recruitment and selection skills and ability to identify and address staff training and development needs</p> <p>Promote user involvement in improving the quality and delivery of person centred services</p> <p>Good communication and interpersonal skills including report writing</p>

	Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.
KNOWLEDGE	<p>A good knowledge and understanding of the needs, management and planning for older people, including recuperative care and care of older people with dementia.</p> <p>Understanding of staff supervision processes and their application</p> <p>Mental Capacity Act</p> <p>Care Standards Act</p> <p>Relevant Health & Safety legislation</p>
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>