

Kent County Council

Job Description: Social Work Assistant – Out of Area Treatment Service (OATS)

Directorate:	Adult Social Care and Health
Unit/Section:	Early Discharge Planning Team (Out of area Placement)
Grade:	KR7
Responsible to:	Team Manager

Purpose of the Job:

OATS work closely with the Integrated Care Boards, Kent and Medway Partnership Trust, Review and Resettlement practitioners and KCC commissioners to provide a joined -up approach to assessing people's care needs under relevant legislative framework. OATS cover the out of area hospitals and its main aim to plan safe discharges, whilst utilizing the strengths of the person and the community in which they would like to be placed and implement robust goal focused costed packages of care and fully utilize technology.

OATS work closely together with the person and their family to ensure a wrap around and person-centered approach. OATS intervention considers the adult needs from a social care perspective at the earliest opportunity on admission. OATS delivers a collaborative working that offers a holistic, person centered, Care Act compliant, outcome focused and time limited response that encourages a move towards independence.

The successful candidate will support timely Care Act assessments and Care and Support plans to address unmet eligible needs and assist with Practice Assurance applications, care needs matrix for costed packages with the support of the social workers. The post holder will need to work collaboratively with other professional agencies and organizations to optimize safe and timely discharge. Your role will involve finding creative solutions to meet needs whilst ensuring that a person-centered and strengths-based approach is implemented. You will need to liaise with housing providers and other KCC departments whilst considering vulnerable adult protocol. You will need to support service users and carers to access advocacy.

You will develop strong links with voluntary sector and other third-party sector organizations and will support and monitor the delivery of care services as agreed with Service Users/Carers; and (under the direction of the Operational Team Manager) in order to meet needs as stated in Care & Support Plans/Support Plans and in accordance with Directorate and County Council policy and procedures and national legislation.

Main duties and responsibilities:

- To contribute to assessment, care & support planning relating to housing, self-directed support and benefit entitlement.
- Developing collaborative working relationships with inpatient services.
- To work in partnership with KMPT and ICB colleagues to ensure that there is a multi-disciplinary approach to safe discharge.

- Ensuring support to service users and carers which draw on community resources in order to achieve the most positive outcomes in the timeliest way.
- Support the Team Manager and Social Workers in preparing appropriate paperwork for the Practice Assurance Panel, sourcing residential care and Supporting Independence (SIS) placements, request financial assessments and contribute to the ongoing support, monitoring and reviewing of placements.
- To ensure people placed in OATS Placements (out of area acute hospital beds) are being placed in the least restrictive environment to meet their individual needs following discharge.
- To ensure placements being offered are the right care, at the right time, in the right place for the individual.
- To ensure, that people placed by the OATS panel are clinically reviewed at least every 3 – 6 months.
- To ensure that monitoring of individual patients is clear and continuity of KMPT care pathways.
- To contribute to an assessment to determine if people currently placed in an out of area hospital bed can be repatriated safely and cared for by Kent Services (not solely KMPT).
- Supporting the transition process through follow up by up to three months in the community to support successful repatriation.
- To work with CCG and KCC staff to ensure that the quality of services being offered to patients is to a high standard and clear monitoring arrangements in place.
- Act as a resource for the team, supporting the identification of Carers and access to assessments and services. Receive referrals in line with the carers' assessment pathway and undertake assessments. Agree support plans to meet eligible needs, accessing appropriate services in order to achieve the desired outcome of the referral. Ensure support plans and Carers data is accurately maintained on the electronic clinical record.
- Monitor and review standards of service delivery through contact with Carers, to ensure that all services are delivered to the agreed specification and standard and continue to be appropriate; arranging changes in service delivery in consultation with the Social Worker or Operational Team Manager as necessary to continue to meet the needs of the Carer.
- Support service users and Carers to access advocacy, including contributing to the receivership process and cases where Power of Attorney and Court of Protection issues apply, in collaboration with other relevant staff in order to assist clients towards self-determination of their care and support arrangements.
- Build links and partnerships with 3rd party providers, individual users and carers groups. Act as a resource to the team maintaining awareness of community resources and supporting Social Workers to establish personal budgets and direct payments for service users and carers where appropriate.

- Refer service users for financial assessments in line with the Directorate's policy to ensure that service users and carers are fully aware of their benefit entitlements in order to maximise their available income and to enable the appropriate charge to be made when applicable.
- Maintain service user records by recording and updating all social care needs and financial assessments, all care and support plans/support plans (including costs, providers and monitoring arrangements, and all details of monitoring activity, using our electronic system, MOSAIC). Ensuring verification of records where appropriate.

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: Social Work Assistant – Out of Area Treatment Service (OATS)

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>Diploma in Health & Social care level 2 Working towards/commitment to undertake Level 3</p> <p>GCSE or equivalent in Mathematics and English</p>
EXPERIENCE	<p>Proven experience of working in a caring environment, including the undertaking of initial assessments and risk assessments and the drafting of care & support plans.</p> <p>Experience of working within a multi-agency environment</p>
SKILLS AND ABILITIES	<p>Able to demonstrate skills and abilities at the entry level of the Professional Capability Framework for Social Workers.</p> <p>Good communication skills, both orally and written, in order to communicate effectively with service users and their families, colleagues and external agencies.</p> <p>Computer literacy</p> <p>Ability to prioritise workload and to work effectively on own initiative as well as part of the team.</p> <p>Ability to demonstrate a sensitive, tactful and empathetic response to clients and carers.</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</p>
KNOWLEDGE	<p>Knowledge of the needs of people with mental health needs</p> <p>Knowledge of the welfare benefits system</p> <p>Knowledge of the resources available in the local community and an awareness of new services and initiatives</p> <p>Knowledge of the legislation underpinning the provision of social care services.</p> <p>Knowledge of legislation as it relates to Carers</p>

	<p>Knowledge of legislation and multi-agency safeguarding procedures.</p> <p>Knowledge of key legislation – mental health and mental capacity legislation</p> <p>Awareness of equal opportunities issues</p> <p>Sound awareness of social issues and knowledge and experience of the problems relating to particular service users</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>