

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Older People Short Stay Service</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Registered Manager</b>

**Purpose of the Job:**

To complete assessments of prospective service users to the short stay units or the day service and to inform the Registered Manager's decision to admit.

To prepare initial risk assessments and initial care plans before the service user 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 service user is reviewed weekly.

To ensure that every short stay service user 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:**

**Pre-admission Assessments and ensuring flow through the service**

- Manage and coordinate referrals and assessments for prospective service users. 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 face to face assessments of prospective service users and complete risk assessments before the service user 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 face to face assessment front sheet.
- Arranging, attending and providing professional input towards MDT meetings with regards to flow and discharge planning.

- Ensuring that all short stay service users have a moving on plan and leave the service at the right time for them.
- Develop good working relationships with other professionals, families and friends to create effective working practices.

### **Supporting Supervision Practice**

- Manage and supervise a team of residential or day centre staff to ensure that the requirements of service users care plans, mandatory and development led training are undertaken, and that professional standards are maintained.

### **Supporting Senior Managers**

- 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.
- Encourage, ensure and monitor user participation in the day to day running of services and in a range of culturally valued and meaningful activities.
- Assist the manager/senior team leader in the quality assurance of the care centre by undertaking audits
- Strengthen and develop links with colleagues and community-based agencies to maximise inter-agency cooperation to the benefit of service users.
- Promote a customer friendly atmosphere in the Registered Care Centre and assist the Registered Manager in the arrangements to ensure a safe and cost-effective environment for users, their carers and staff.
- On call and any other duties as delegated by the registered 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.

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<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>
<b>EXPERIENCE</b>	<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>
<b>SKILLS AND ABILITIES</b>	<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> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</p>
<b>KNOWLEDGE</b>	<p>A good knowledge and understanding of the needs, management and planning for older people, including recuperative care and</p>

	<p>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 &amp; Safety legislation</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>