

Kent County Council

Job Description: *Safeguarding Adults Co-ordinator*

Directorate:	Adult Social Care and Health
Unit/Section:	Mental Health
Grade:	KR11
Responsible to:	Team Manager - Mental Health

Purpose of the Job:

Undertake the Designated Senior Officer role for managing adult safeguarding enquiries in line with the statutory framework of the Care Act 2014 relating to adults within Primary and Secondary Mental Health care.

Promote good practice in safeguarding, recognising and responding to adults believed to be experiencing or at risk of abuse or neglect, and who have or may have Care and Support needs, ensuring compliance with Multi-agency Safeguarding Adults Policy, Protocols and Guidance for Kent and Medway, and arranging and Chairing Case Conferences as required.

Main duties and responsibilities:

- Lead in responding to Safeguarding concerns regarding the abuse or neglect of individuals at risk in line with the Care Act and the Statutory Guidance, ensuring Making Safeguarding Personal is embedded within practice. Instigate and co-ordinate lines of enquiries and work with other organisations and individuals to ensure these are carried out to agreed timescales. In agreement with the Service Manager, undertake enquiries into complex safeguarding cases (in exceptional cases).
- Chair Adult Protection meetings and Case Conferences in line with the Multi-Agency Policy, Protocols and guidance, to include the individual, their families, other organisations, and Care providers as agreed, utilising advocacy services where required, in order to jointly draft an Action Plan and agree a course of action.
- Ensure Service Manager, relevant Managers and Team Leaders within Primary and Secondary Mental Health Services and Care providers are informed on the progress of referrals throughout the process and escalation of any concerns are raised as appropriate.
- Establish and oversee effective tracking systems including monitoring of Adult Protection concerns, which provide necessary and accurate information about Adult Protection interventions and trends. Ensure that the relevant information is recorded in SWIFT and produce reports to assist the Service Manager with directorate responses, in order to ensure that management decision-making is based on accurate and up-to-date information.
- Act explicitly as a Consultant and local expert to operational colleagues within Primary and Secondary MH services, to provide advice in Adult Safeguarding interventions and enquiries. Work alongside KCC Commissioning and operational colleagues to support good quality care and preventive practices with Care Providers. Identify any resulting training requirements to ensure that operational staff are up to date with Safeguarding and Adult Protection issues.

- Raise awareness of Safeguarding issues, assisting with the development of Safeguarding practice in the locality, including good practice forums for Care Co-ordinators, Providers and Community Nurses in locality bases, to enable them to share information, identify and clarify issues in order to achieve consistency of approach and minimise the risk of abuse to vulnerable adults.
- Gain knowledge of changes and new initiatives in practice, including changes in legislation, Social Care, Health and Wellbeing Directorate and Health policies, and guidance from relevant national organisations to ensure that these are reflected in Safeguarding policy and practice.,
- In conjunction with the Service Manager, undertake peer audits and review, to ensure the continuous improvement of services. Highlight issues of practice and process concerning Adult Protection which need to be improved within the Directorate and or Primary and Secondary MH services. Monitor any resulting changes to ensure that the appropriate changes have been made.
- You will be working as part of a team of MH safeguarding coordinators to ensure a robust safeguarding response across the County and to utilise peer support. Hence you will need to be able to travel across the County flexibly.
- Approved Mental Health Professionals are required to contribute to the AMHP rota and will be released to undertake this aspect of their role and remain under the Management of the AMHP service whilst undertaking these duties.
- Take a lead on delegated management functions on behalf of the Service Manager or Head of Mental Health as required to ensure comprehensive cover of key management functions.

Footnote: This job description is provided to assist the job holder to know what his/her 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: *Safeguarding Adults Co-ordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be short listed. Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<p>Degree in Social Work, CQSW/DipSW with proven post qualifying experience.</p> <p>Practice Educator Professional Standard Stage 2 Practice Educator or equivalent.</p> <p>Registration as a Social Worker with the Social Work England.</p> <p>Undertaken relevant Adult Protection training in line with the KCC safeguarding training and capabilities Framework.</p> <p>Completion of Kent Manager within required timescales if requirement of current role.</p>
EXPERIENCE	<p>Experience of working in Adult Social Care Services.</p> <p>Varied experience of work related to adult Safeguarding.</p> <p>Experience of complex Mental health issues.</p> <p>Experience of casework spanning a range of complexity.</p> <p>Experience of providing consultations, mentoring and developing of other qualified and non-qualified staff.</p> <p>Experience of liaising with other Commissioners, organisations and Care providers.</p>
SKILLS AND ABILITIES	<p>Ability to communicate effectively, verbally and in writing, with Senior Managers, operational staff and staff at all levels across the County Council, multi-agency partners, Central Government and Inspectorates, Service Users, Carers and the Public.</p> <p>Ability to contribute to Working Groups and dissemination of information consistently across the Directorate and partners.</p> <p>Ability to assess effectively the performance and development needs of social work staff.</p> <p>Ability to act as a mentor and demonstrate teaching skills.</p> <p>Effective negotiating and interpersonal skills.</p> <p>Ability to contribute to research and monitoring of agency functioning and effectiveness.</p> <p>Ability to identify, attain and maintain high levels of practice.</p> <p>Effective administration and organisational skills.</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working.</p>

KNOWLEDGE	<p>High level of working knowledge of relevant legislation.</p> <p>High level working knowledge of County Procedures relating to Adult Services including Health & Safety.</p> <p>Expert understanding of social work theory.</p> <p>Understanding/knowledge of associate issues relating to Mental Health, older people, people with a learning disability and people with a physical disability.</p> <p>Good knowledge of Local and National policies and initiatives which related to Adult safeguarding.</p> <p>Awareness of Data Protection and confidentiality issues.</p>
Kent Values	<p>Open</p> <ul style="list-style-type: none"> • Act with integrity, honesty and transparency • Demonstrate a healthy attitude to risk • Welcome and expect change and evolving technology • Work in new ways • Be willing to learn • Work as a whole council • Treat people fairly and with respect <p>Invite contribution and challenge</p> <ul style="list-style-type: none"> • Work collaboratively to find new solutions • Innovate • Put the interests and wellbeing of customers first • Be open to challenge • Actively encourage and expect contribution <p>Accountable</p> <ul style="list-style-type: none"> • Do more for yourself • Take personal and professional responsibility for your actions and performance • Deliver at pace • Look for ways to save money • Look for commercial opportunities • Focused on outcomes