



## Kent County Council

### Job Description: *Transforming Care Coordinator*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Disabled Children and Young People's Service</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Assistant Director DCYPS</b>

#### **Purpose of the Job:**

The Transforming Care Programme is a clear national priority and Learning Disability and Autism is a significant element of the NHS Long-Term Plan.

This role offers a rewarding combination of working at patient-level, focusing on preventing and minimising stays in mental health hospitals and assessment and treatment units, as well as engaging at a more strategic-level working with teams and informing future plans and strategies.

The Transforming Care Co-Ordinator, joint funded by Kent and Medway CCG and KCC, is for one year, with the purpose of supporting Social Care, Health and Education staff to progress at pace the care planning and discharge needs of Children and Young people detained under the Mental Health Act and placed in a Tier 4 placement, and work with the whole children's system to prevent admission or re-admission in a way that works for the timescales of the child or young person.

Advise parents whose child with learning disabilities and/or autism is not already known to the system, supporting them to navigate health, social care, education, children and adults' services to tackle the poorer outcomes, experiences and social exclusion of people with learning disabilities and autism.

Build strong relationships with external stakeholders such as tier 4 providers and NHSE to facilitate effective joint working between the LA, CCGs and their partner organisations.

Build a close working relationship with CeTR chairs in order to guide teams supporting children and families identified as high risk for admission, ensuring progression of CeTR recommendations and raising common themes arising from CeTRs within the LA.

#### **Main duties and responsibilities:**

Working with the whole system to ensure that the number of children and young people in inpatient care continues to reduce by ensuring close oversight and management of individual cases as well as changing culture.

Ensure discharge of ch/yp from specialist in-patient services is planned from the point of admission and supported by appropriate community services to reduce the risk of re-admission.

Ensure that there is an increase in the number of people supported by Personal Health Budgets or personal budgets as a way of ensuring choice and control sits firmly within the hands of the individual and their support system.

The ch/yp will continue to have an allocated Social Worker or Early Help Worker during their admission, who will hold case responsibility, with whom the Co-ordinator will establish a close working relationship. The Co-Ordinator will visit every child in their Tier 4 placement to understand the provision and build rapport and trust.

Provide both support and challenge to Social Workers, Health, SEN and Education professionals working with ch/yp in the Transforming Care cohort and operating within the multi-agency environment. Provide professional expertise, skills and advice to enable a safe, effective and high-quality service to children and young people that meets agreed existing and new policies and practices.

Support providers within Kent to realise the transformational change necessary to meet the Ten Year Plan strategic objectives for Children and Young People with LD/ASC.

Support the delivery of CETRs. Work with CeTR clinical teams and client support and care services to resolve difficult and complex patient issues.

Ensure current Kent ch/yp who are mental health inpatients have the involvement of respective agencies in their local area, including health staff in hospitals and the community, schools and colleges, SEN, private sector providers, voluntary agencies, with discharge plans actively being developed and S117 aftercare provision agreed between invested agencies, to ensure the safe and smooth transition of children/young people through the whole system and that positive outcomes for ch/yp and their families are achieved.

Ensure ch/yp and their families/carers receive timely and relevant advice and interventions so that the ch/yp receives the correct treatment and support service allowing them to return to the community and lead a fulfilling life. Liaise with families, children and young people to ensure quality of care provision and the voice of the child, young person and their families is instrumental in the transformation of care provision.

Contribute to existing reporting systems, adapting reporting tools to best deliver the key data required to support transformational change.

Maintain an awareness of changes in legislation, theories, corporate and directorate policies, local and multi-agency practices relating to ch/yp with LD/ASC in order to contribute to the delivery of a high standard of service.

Supervision will be provided jointly by KCC and the NHS.

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: *Transforming Care Coordinator*

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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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Relevant Social Work degree</li> <li>• Up to date registration with appropriate professional body.</li> <li>• Competent to work at the Advanced level of the Social Care Capabilities Framework.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant diverse post qualification experience in Children's Services, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant level of the Competency Framework.</li> <li>• Supervision and development of staff.</li> <li>• Joint working with partner agencies.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• High level working knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group – Mental Health legislation, NHS 10-year plan, Children Act 1989, Children and Families Act 2014, Mental Capacity Act 2009, Transforming Care</li> <li>• High level working knowledge of KCC and NHS policies, procedures and practice</li> <li>• Expert understanding of relevant practice theories</li> <li>• Good understanding of joint working with partner agencies</li> <li>• Comprehensive working knowledge of safeguarding issues.</li> <li>• Good working knowledge of financial procedures appropriate to the job</li> <li>• Close familiarity with relevant recent research and governmental and corporate initiatives.</li> <li>• Awareness of data protection and confidentiality issues.</li> <li>• Awareness of legislation relating to Equal Opportunities and KCC equality and diversity policies, procedures and legislation.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent persuasion, motivation and negotiation skills to ensure agreement and cooperation</li> <li>• Ability to act as a mentor and demonstrate teaching skills</li> <li>• Able to manage conflict and challenging situations and maintain a high level of personal resilience.</li> <li>• Effective interpersonal skills to communicate effectively with service users, colleagues and partner agencies.</li> <li>• Ability to prioritise and to work effectively on own initiative as well as part of a team.</li> <li>• Computer literate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Effective written skills for report writing.</li> <li>• Able to contribute to research and development and monitor multi-agency functioning</li> <li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery and relationship with the client to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion.</li> <li>• Ability to travel across a wide geographical area, including out of County, in a timely and flexible manner to ensure the needs of the service are met.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <ul style="list-style-type: none"> <li>• Innovative thinking</li> <li>• Risk managers</li> <li>• Managing expectations</li> <li>• Political awareness of unpopular decisions</li> <li>• Honesty/bravery</li> <li>• Solutions focussed</li> </ul> <p><b>Invite contribution and challenge</b></p> <ul style="list-style-type: none"> <li>• Co-production</li> <li>• Collaborative</li> <li>• Working together</li> <li>• Information Sharer</li> <li>• Integrated thinkers</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Seeking constant improvement</li> <li>• Quick response in relation to delivery</li> <li>• Innovator</li> <li>• Capacity builder</li> <li>• Creative</li> <li>• Resilient</li> </ul>