

JOB DESCRIPTION

POST TITLE:	Deputy Manager
GRADE	11
DIVISION / UNIT	Mental Health Reablement Team
DEPARTMENT	Children's and Adults' Services
REPORTS TO:	Team Manager

PURPOSE OF THE JOB

To be responsible, with the Team Manager, for the provision of a comprehensive and effective Reablement team in accordance with current legislation, council policy and best practice.

To manage and supervise a cohort of social workers and occupational therapists. This will include setting objectives, performance management and appraisals.

To provide the team professional guidance and support in complex assessment and case management functions delivering high quality, responsive and customer-focused services.

To manage the most complex cases within the team, which may be contested and high profile.

To participate in the development and evolution of the work undertaken by the team

To deputise for the Team Manager in meetings where appropriate.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

1. To manage and supervise in accordance to council policy and national standards a cohort of social workers and occupational therapists.
1. To provide guidance, supervision and support to the team in assessment, care planning and safeguarding
2. To ensure the co-ordination and completion of a strength based approaches to assessment, the completion of outcome focussed support plans, to support individuals to be active and engaged within their local community and maximise their independence.
3. To promote access to paid employment, training, rehabilitation, social and leisure opportunities as part of promoting each person's independence and social inclusion.
4. To ensure that service users are supported to meet their needs while maximising their choice and independence; using personal health and social care budgets to support this.
5. To ensure those accessing the service, including families and carers, are at the centre of decision making about their support arrangements and that opportunities for choice and control are optimised and reflected in their assessments and reviews.
6. To work across agencies and professional boundaries to ensure a whole systems approach to assessment. Assist people to manage their support needs and co-work with colleagues and other agencies to support people to achieve their potential.
7. To write reports, case records and correspondence in line with departmental guidelines and policy and to undertake all administrative duties relating to the social care function. This will include accessing and inputting data into departmental databases, and electronic recording systems.
8. To keep up to date with changes in legislation, practice and policy. To advance human rights and promote social justice and economic wellbeing through social work practice.
9. To work within a framework of anti-discriminatory and anti-oppressive practice; to seek to address equality issues in service provision. To actively recognise, uphold and promote the Council's Equal Opportunity and Diversity agenda.
10. To participate in the safeguarding process for vulnerable adults in line with local policies and legislation.
11. To assist in the mentoring/supervision of students undertaking professional training assigned to the work area.

12. To have an understanding of social work theory and be able to critically reflect, analyse and provide a rationale for professional decision-making.

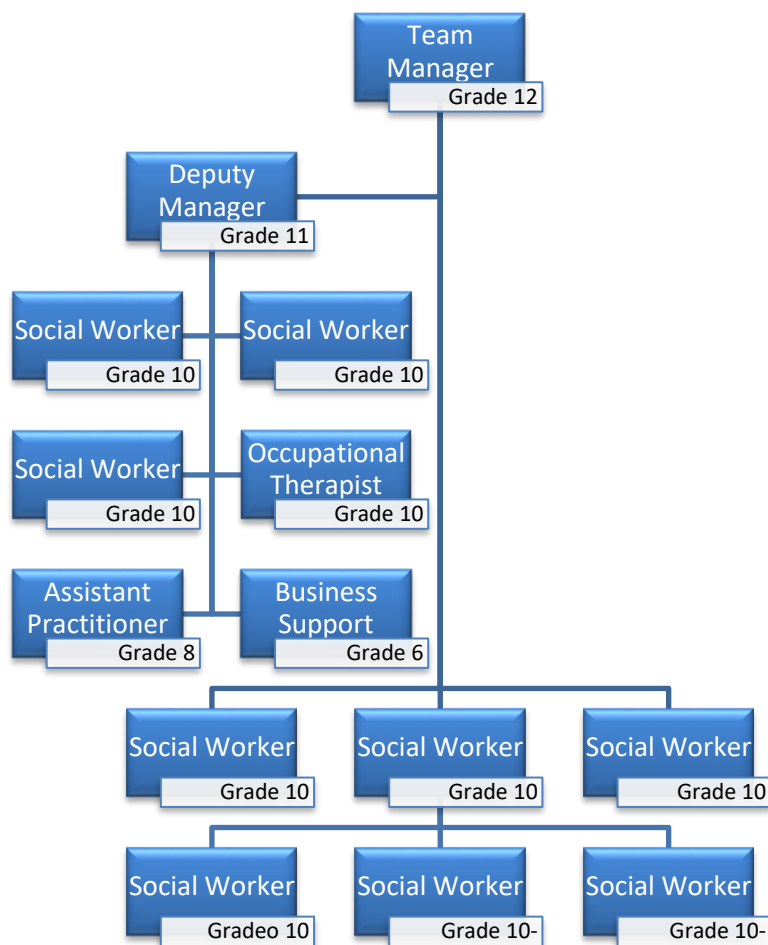
13. To undertake any other duties appropriate to the post and grade.

JOB CONTEXT

The Mental Health Reablement Team is a social care team that provides short-term adult social care support to people whose daily lives are by a primary need of mental health. Support is provided under the Care Act 2014 and lasts up to 10 weeks, at which point eligibility for support is assessed. The aim is to discharge service users with no need for ongoing support.

The post reports to the team manager

Structure Chart



Supervisory Role [if applicable]

As per structure chart, the post holder will share line management of the team with the Team Manager, although the exact breakdown is subject to staff levels and need.

Financial Responsibilities

The post holder will not be a budget holder but have an awareness of the need to work within a tightly controlled budget.

Working times

Contractual hours: minimum of 36 per week in accordance with the needs of the service, Monday to Friday.

The post holder may be required to work outside of normal working hours in accordance with service needs.

Flexible Working

The Council supports a number of flexible working options.

As part of the Southwark Council's commitment to continuous professional development the post holder may be required to rotate to other suitable positions of an equivalent grade.

Due to the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the rehabilitation of Offenders Act (exemptions) order 1975, as amended, pursuant to section 4 (4) of the rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications	Essential (E) or Desirable (D)	How assessed (S/ I/ T)
1. Professional Social Work qualification and registration with Social Work England or Professional Occupational Therapy qualification and registration with HCPC	E	S
2. Up to date knowledge of mental health and social care policy, legislation and current developments and initiatives.	E	S
3. Knowledge of wellbeing principles, strength based practice and person centred approaches.	E	I
4. Knowledge and awareness of current issues in social care including the contexts experienced by service users due to disadvantage, discrimination and vulnerability.	E	I
5. Knowledge of adult safeguarding and risk assessment/management.	E	I
Experience		
6. Experience of working with service users with complex needs using strengths based and person centred models that promote independence.	E	I
7. Experience of managing and supervising staff	E	S
8. Experience of collaborative working with a variety of professions, agencies and providers.	E	I
9. Experience of leading on complex cases whilst under pressure	E	I
Aptitudes, Skills & Competencies		
10. Able to work independently as well as part of a team to prioritise workload and tasks of self and wider team according to demand and timescales.	E	I

11. Ability to explore, formulate and implement effective assessments and interventions that support independence and are strengths based.	E	I
12. Ability to understand and use the supervisory process and reflective practice.	E	I
13. Ability to use information technology systems and produce high quality assessments, reviews and reports.	E	S
14. Ability to contribute and implement the Council's commitments to equality, diversity and inclusion and demonstrate proactive anti-racist and anti-discriminatory practice.	E	I
15. Willingness to train as an Approved Mental Health Professional	E	S
Special Conditions of Recruitment		
<p>Comply with and promote the Council's Equal Opportunities and Diversity policies and agenda.</p> <p>All post holders will be required to comply with current vaccine guidelines as set by central government.</p> <p>A satisfactory DBS check at enhanced level is required.</p>		

Key:

E Essential

S Shortlisting criteria
I Evaluated at interview
T Subject to test