# Job Description

Job Title: Hospital ASC Team Principal Care Manager / Principal Social Worker

Grade K.

## Overall Purpose of the Job

To provide and maintain a high quality of direct practice within the team to promote independence, social inclusion and the safeguarding of adults.

To undertake delegated responsibility for the functioning of the team.

## Main Accountabilities

| | Main Accountabilities |
|---|---|
| 1 | In the absence of the Team Manager, take summary decisions to ensure effective running of the Team and use of resources. |
| 2 | Assist with budget monitoring in line with the service policies and procedures and complying with all financial regulations. |
| 3 | To develop, implement and maintain effective performance management and quality assurance systems |
| 4 | To contribute to the recruitment and induction of staff. |
| 5 | To contribute to the development and delivery of the team service plan. |
| 6 | To directly support all Team staff and to ensure through training, development and appraisal programmes that they can maintain professional standards and deliver an effective service to customers, carers and other agencies. |
| 7 | To implement mobile working in line with North Northamptonshire Council policies. |
| 8 | To commit to and develop effective partnership working with specified agencies and organisations. |
| 9 | To assume the role of lead practitioner in certain situations of specific complexity or of a particular specialist nature. |
| 10 | To ensure the implementation of electronic data systems to effectively manage information on staff customer services. |
| 11 | Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. |
| 12 | Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department. |

|    | **Main Accountabilities** |
|----|---------------------------|
| 13 | Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post. |

## Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

# Person Specification

## Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job;

| Qualification Required | Subject | Essential/ Desirable |
|---|---|---|
| 3 A levels or equivalent | Any | Essential |
| Relevant professional qualification in Health or Social Care. | Health & Social Care | Essential |
| Management Qualification | (CMS, CIM, or similar) | Desirable |

Minimum levels of knowledge, skills and experience required for this job

| Knowledge Required | Essential/Desirable |
|---|---|
| Understanding of current hospital discharge to assess guidelines and process. | Essential |
| Understanding of financial systems and budgetary requirements. | Essential |
| Sound understanding of current developments in Community Care and relevant legislation. | Essential |

| Skills Required | Essential/Desirable |
|---|---|
| Articulate and numerate. Good verbal and written reasoning sufficient to write and present concise and relevant reports. | Essential |
| Good organisational and problem solving skills. | Essential |
| Ability to act decisively in complex and difficult situations, but to seek appropriate advice when required. | Essential |
| Ability to travel effectively to different locations. | Essential |

| Experience Required | Essential/Desirable |
|---|---|
| Previous experience of supervising staff. | Desirable |
| Previous experience in an adult care multi agency setting, in a professional capacity. | Essential |

| Safeguarding | Essential/Desirable |
|---|---|
| Demonstrate an understanding of the safe working practices that apply to this role. | Essential |
| Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | Essential |

## Disclosure Level

| What disclosure level is required for this post? | None | Standard | Enhanced | **Enhanced with barred list checks** |
|---|---|---|---|---|
| | | | | |

## Work Type

| What work type does this role fit into? | Fixed | **Flexible** | Field | Home |
|---|---|---|---|---|