



North Northamptonshire Council

Job Description

Job Title: Principal Care Manager / Principal Social Worker

Post code: 1967 (PSW)/ 247 (PCM)

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, and within a scheme of delegation, to take summary decisions to ensure effective running of the team and use of resources.
2	To contribute to the monitoring of the budget in accordance 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 and to use the information to ensure continuous improvement in delivery of services.
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 care managers and other support 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.

	Main Accountabilities
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.
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 Performance Indicators and their impact on service delivery.	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.	Essential
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
---	-------	-----------------	-------	------