

Job Description

Job Title:	Principal Care Manager / Principal Social Worker
Grade:	K (£37,071 - £41,103)
Service Area:	Adult Social Care

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

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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.
12.	Sound understanding of current developments in Community Care and relevant legislation.
13.	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.

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

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>3 A levels or equivalent.</p> <p>Relevant professional qualification in Health or Social Care.</p>	<p>Management Qualification ((CMS, CIM, or similar).</p>
Experience and Knowledge	<p>Understanding of Performance Indicators and their impact on service delivery.</p> <p>Understanding of financial systems and budgetary requirements.</p> <p>Sound understanding of current developments in Community Care and relevant legislation.</p> <p>Previous experience of supervising staff.</p> <p>Previous experience in an adult care multi agency setting, in a professional capacity.</p>	
Ability and Skills	<p>Articulate and numerate. Good verbal and written reasoning sufficient to write and present concise and relevant reports.</p> <p>Good organisational and problem solving skills.</p> <p>Ability to act decisively in complex and difficult situations, but to seek appropriate advice when required.</p> <p>Ability to travel effectively to different locations.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Health & Safety	<p>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.</p>	
Safeguarding	<p>Demonstrate an understanding of the safe working practices that apply to this role.</p>	

Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure Level

What disclosure level is required for this post?			
<input type="checkbox"/> None	<input type="checkbox"/> Standard	<input type="checkbox"/> Enhanced	<input checked="" type="checkbox"/> Enhanced with barred list checks

Work Type

What work type does this role fit into?			
<input type="checkbox"/> Fixed	<input checked="" type="checkbox"/> Flexible	<input type="checkbox"/> Field	<input type="checkbox"/> Home