

Deprivation of Liberty Safeguards Officer

Grade 6

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy.

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth.
- Be healthier and more independent for longer.
- Feel safer, happier and more supported in their community.

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens.
- Courageous – We recognise our challenges and are prepared to make courageous decisions.
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Deprivation of Liberty Safeguards team primary areas of responsibility –

The team's Deprivation of Liberty Safeguards responsibilities are ensuring that adults who lack capacity to consent but need to be accommodated under care and treatment regime that may have the effect of depriving them of their liberty have their best interests protected in accordance with the Mental Capacity Act 2005 Deprivation of Liberty Safeguards Code of Practice.

Reporting Relationships

Responsible to: Deprivation of Liberty Safeguards Manager

Responsible for: N/A

Key Accountabilities:

1. Responsible for the administration of Deprivation of Liberty Safeguards requests
2. Ensuring statutory timescales are met and are compliant with the Deprivation of Liberty Safeguards Code of Practice.
3. Ensuring assessments are allocated and completed by the appropriate Best Interest Assessor Mental Health Assessor and authorised by a suitable Authorising Officer.
4. To support and liaise with managing authorities (care homes and hospitals) to ensure the Deprivation of Liberty Safeguards application process is followed.
5. Advising managing authorities on the completion of Deprivation of Liberty Safeguards Authorisation Request forms to ensure the quality of the information meets the guidance in the Deprivation of Liberty Safeguards code of practice.
6. To coordinate the allocation process on behalf of the supervisory body for Best Interest Assessors (BIA), Mental Health Assessors (MHA), and Independent Mental Capacity Advocates. The allocation to BIA and MHA requires the officer to follow call off process as prescribed by the contracts.
7. To ensure that relevant person's representatives are appointed within timescales and are provided with the appropriate support and guidance.
8. To monitor Deprivation of Liberty Safeguards referrals and authorisations to ensure high priority dols requests are prioritised to be completed with 21 days.
9. To effectively communicate the requirements of the Deprivation of liberty Safeguards with the relevant persons representative and other interested parties.

10. To coordinate meetings and training sessions as defined in practice requirements for Best Interest Assessors, to maintain Best Interest Assessors statutory requirements and compliance.
11. Ensure any cases subject to judicial scrutiny are identified by utilising systems to monitor cases in which the person is objecting and liaising with legal services to ensure timescales as instructed by the court are met.
12. Responding to the portal request for DoLS authorisations and following practice guidance to ensure that the correct supervisory body is identified. Utilising guidance related to Ordinary residence and funding authorities including ICB's.
13. To carry out such other duties as may reasonably be required.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.







Safeguarding


Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional Membership</p> <ul style="list-style-type: none"> GCSE English and Maths (Grade C and above) or equivalent 	A/I
   	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Knowledge of working with people Understanding the Deprivation of Liberty Safeguards code of practice. An understanding of the Mental Capacity Act and how it applies to deprivation of liberty safeguards. Experience of working in an administrative function Knowledge of Care Act and ordinary residence Experience operating a computer-based information system and using Microsoft Office packages. Ability to analyse processes and recommend changes to improve efficiency of DoLS process within statutory requirements. I.E. DoLS Access database and reports from Care Director. Experience of working with internal & external customers to provide a high quality service. 	All A/I
 	<p>Skills</p> <ul style="list-style-type: none"> To plan and prioritise work to meet deadlines and work effectively under pressure. Ability to analyse, extract and produce accurate reporting data. Enhanced written and oral communication skills at all levels – this post will involve liaison with internal/external Professional Organisations, fieldwork staff, colleagues in the department and members of the public. 	All A/I

	<ul style="list-style-type: none"> • Efficient time management skills to meet deadlines. • Ability to work under pressure and on own initiative • Enhanced communication skills: ability to express clearly in written and spoken word and be able to influence, negotiate and persuade in service user’s best interests • Efficient organisational and prioritisation skills <p>This post is designated as a casual car user</p>	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300