

Team Manager, Adult Learning Disability and Autism Service Grade 11

About the Service

The Adult Learning Disability and Autism Service undertakes assessment, support planning, review and case management support alongside people living with learning disabilities, autism and neurodiversity ensuring that they, their families/carers and the people important to them are supported to live the life that they want to live in their chosen community. Staffordshire promotes a strengths-based approach, building on people's personal, family and community networks to promote independence and to meet the person's aspirations and ambitions enabling them to live their lives in ways that empower them and maintain their well-being.

Adult social care assessment and case management is framed by key legislation including the Care Act (2014), the Mental Capacity Act (2005) and the Mental Health Act (1983) and a range of other legislation and national and regional guidance and good practice. The team has a range of key performance indicators that are designed to embed good practice

The teams are part of the wider Adult Social Care and Safeguarding Service within the council.

About the Role

The Team Manager will provide day to day line management, professional and operational leadership to Senior Social Workers, Social Workers and non-registered social care staff undertaking assessment, reviews, support planning, case management and safeguarding activities as a key leader within the wider Adult Learning Disabilities and Autism service.

They are responsible for leading quality in practice, performance, supporting the staff to understand, contribute to and effect change and act as a link between their Team and Service Leads across adult social care. They will direct their team accordingly.

Reporting Relationships

Responsible to: Service Lead

Responsible for: Senior Social Workers, Social Workers and Social Care Assessors

Key Accountabilities:

1. Direct line management, leadership and day to day operational management of staff.
2. Responsible for ensuring that referrals are prioritised according to risk and that appropriately skilled staff are deployed to undertake assessment, case management and safeguarding activity
3. Ensure that Care Act and Mental Capacity Act related assessments and decisions are carried out to a high quality and comply with the relevant policies and procedures and take appropriate action where necessary.
4. Responsible for the quality assurance of statutory documents within their scheme of delegated responsibility, ensuring appropriate and proportionate records and documentation are completed in a timely manner in relation the team's practice.
5. Ensure that information is shared where necessary and in accordance with legal requirements.
6. To contribute to and co-operate with audits and peer reviews required as part of the Quality Framework for Adult Social Care
7. Responsible for the day to day performance of the team by ensuring that all practitioners understand the requirements of the performance framework, the relationship of measured performance to good practice and supports the team accordingly developing plans with the team to address areas where they may be struggling.
8. Support the investigation of complaints at stage 1 where the concerns raised are not complex.

9. A requirement for regular travel to many varied community locations / hospital bases / venues; occasional exposure to unpleasant conditions; some exposure to hazards including possible verbal / physical aggression.
10. Operating at all times within the professional ethics and disciplines of social work as described in the BASW code of ethics and the Social Work England codes of practice.
11. To deputise for Service Leads when required and as appropriate
12. Any other duties commensurate with the grading and nature of the post.

Person Specification

Qualifications/Professional membership

- Professional Social Work qualification (Dip SW, CQSW, CSS) and registered with Social Work England (SWE)
- Successful completion of or willingness to undertake training including BIA, Practice Educator or the Approved Mental Health Practitioner
- Management qualification/relevant experience

Knowledge and Experience

- Demonstrable post qualification experience.
- People management skills and the ability to motivate, supervise and support staff to consistently achieve and exceed personal and team objectives.
- Experience of undertaking reflective supervision
- Comprehensive knowledge and understanding of relevant legislation in relation to the adult with learning disabilities social care system.
- Experience of delivering improvement and managing change.
- Understanding of advocacy and user involvement issues
- Demonstrable commitment to professional development.
- Experience of working as part of a team
- Ability to develop effective partnership working with other professions and organisations
- Clear understanding of and commitment to equal opportunities and anti-discriminatory practice.

Skills

- Evidence of successful communication skills with staff and across a diverse customer base, including an ability to communicate with and involve learning disabled and / or autistic adults and their carers.
- Proven analytical and critical thinking skills.
- An ability to support staff in undertaking high quality timely assessment, planning, monitoring and review of individual cases, utilising the "Just enough support" ethos.
- Evidence of sound judgement skills in providing solutions on complex case work and appraising and responding to risk.
- Evidence of ability to establish effective working relationships with the customers and partners.
- A flexible and enthusiastic attitude and willingness to contribute to the team.
- Recording and report writing skills

This post is designated as a Casual Car user



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