



Job Profile

Care Co-ordinator

Grade J

Group: Children, Adults & Families

Location: Civic Centre

Service: Adult Social Care – MAART

Line Manager: Team Manager

Car Status: Casual

The key roles of this post will include:

1. To be an integral part of the multi-agency team (MAART) which includes, Police, Social Work, Sexual Exploitation & Substance misuse Assessment Workers and Safeguarding Adult Co-ordinators. The role will provide the relevant medical/health expertise and input as part of the multi-agency team regarding notifications and referrals. This includes undertaking necessary research regarding individual cases and accessing appropriate information from a range of NHS providers.
2. Contribute clinical expertise to the multi-agency complex analytical discussions within MAART and wider Safeguarding arena, whilst assessing risk factors, sharing information as necessary. Supporting all MAART members on the identification of appropriate clinical/social pathways based on presenting needs.
3. To provide specialist advice, guidance and support on all aspects of working with those who experience mental illness/disorder and associated vulnerabilities. Support those individuals in understanding how to manage their condition, while promoting them to live valued lives and outcomes under the Care Act, in order to minimise further exclusion and/or deterioration in mental health.
4. Where appropriate to undertake additional assessments for instance; mental capacity assessments, best interest assessments and risk assessments - to be undertaken in accordance with relevant legislation and policy frameworks
5. To have an active caseload commensurate within area of Mental Illness/Disorder at the relevant experience and skill level of the Care-coordinator, and to work as co-worker with other colleagues in cases requiring clinical expertise.
6. To chair meetings including; case conferences, Complex Case meetings and other meetings as directed by the Line Manager.
7. To undertake mandatory and other training as required by the Local Authority and professional practice standards organisation: in accordance with Nursing and Midwifery



Council professional standards and Codes of Practice, legislation, best practice and NMC Validation so that the highest standards of professionalism are adhered too.

- 8 To contribute to the ongoing development of other workers within the organisation and particularly with multi-agency colleagues; to improve knowledge of interventions through evidence-based practice with those experiencing mental illness/disorder.
- 9 To act as professional key link into CNTW and GHFT and make a contribution to the development and implementation of infrastructures to support MAART, Safeguarding and Public Protection Policies to meet statutory obligations.
- 10 Ensure that Health and Safety responsibilities are carried out in accordance with the Council/Service health and safety policy and procedures.
- 11 Such other responsibilities allocated which are appropriate to the grade of the post. Due to the nature of the role this may include working cross boundary to locations and outside of standard working hours.



Knowledge and Qualifications

Essential

Skills & Knowledge

- Relevant Legislation such as Care Act 2014, Safeguarding Adults Legislation Policy and Guidance, Mental Capacity Act 2005, Deprivation of Liberty Safeguards. Section 117 Mental Health Act 1983 (amended 2007)
- Highly developed specialist professional, clinical and social care knowledge both within own professional field and that of the whole system. (particularly in relation to Mental Health)
- Public protection legislation, local and national frameworks and guidance and its application to professional practice.
- The ability to analyse complex information, assess risk and interpret into harm reduction planning.
- The management and organisation of workload including the ability to appropriately prioritise tasks and manage competing demands.
- Excellent IT and communication skills.
- The ability to work as a team member but also to use own initiative.
- A commitment to working in a strength-based, anti-discriminatory way.
- The maintenance of health and social care databases including the accurate recording of case observations.

Experience

- Demonstrates direct clinical experience of working with those who have mental illness/disorder with an advanced understanding and expert knowledge of common and complex disorders.
- Advanced understanding and expert knowledge of national and local issues in relation to those with mental illness/disorder.
- Proven track record of collaborative and multi-agency working.
- Knowledge and experience of clinical pathways to ensure associated interventions align to legislation whilst demonstrating the links with local policy.
- Experience of understanding and managing risks and the nature of harm, as well as positive risk-taking policies and guidance.

Qualifications & Training

- Relevant Professional qualification in Mental Health Nursing.
- Current registration with Nursing and Midwifery Council.
- Demonstrable evidence of post-qualification experience in mental health.
- Professional experience in Adult Safeguarding process.
- A commitment to continuous professional development.
- A current driving licence and access to a car or means to mobility support.
- A willingness to undertake relevant training as required by the Local Authority



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences