

Job Description

Job title	[Senior Practitioner BIA DoLS]
Directorate	PEOPLE : Children and Adults
Division	[Adult Social Care – Specialist Services and Safeguarding]
Range	MPR - SW3
Reports to	[Team Manager]

Main purpose of the job:

Practice as a Best Interests Assessor to support Medway Council as a Supervisory Body to fulfil its statutory duties in relation to the Deprivation of Liberty Safeguards, as prescribed by the Mental Capacity Act 2005 and Deprivation of Liberty Safeguards 2007 Codes of Practice, in line with relevant guidance.

Maintain an awareness of changes in theories, legislation, and Medway Council policies, local and agency practices, in order to disseminate knowledge and contribute to the delivery of a high standard DoLS service.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

Develop and maintain a high level of skill, expertise and up-to-date knowledge of relevant legislation, policy and good practice in order to provide support and advice to others in relation to statutory interventions.

Work alongside Medway DOLS team colleagues and support other ASC staff with complex cases, to provide both co-working and support and advice.

Manage and motivate team and individual performance, providing direction and leadership, undertaking effective supervision, staff appraisals, addressing welfare, capability, and disciplinary issues, advising on personal development, training and coaching, in order to maximise performance from individuals, satisfy personal aspirations and to ensure that staff fulfil their potential and effectively contribute to Council business.

Initiate and develop effective partnerships and joint working arrangements with other professionals and agencies, in order to ensure the comprehensive assessment of need, and the planning and delivery of appropriate services. This may include deputising for the Team Manager as required.

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Support the development of knowledge and skills across Medway Adult Social Care in relation to Mental Capacity work and support the development of internal procedures and policies in order to enhance professional knowledge and development to impact upon the overall quality of practice.

Assist the DoLS Team to monitor and achieve expected performance outcomes; offering professional guidance and taking appropriate steps as necessary to ensure that existing and new practices are delivered to a high standard.

Undertake the triaging and authorisation of DoLS assessments, applying due professional care and consideration to ensure these are in line with statutory guidance and other relevant protocols.

Assist in gathering information for the purpose of responding to customer complaints and Ombudsman's Enquires.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Accountabilities to Adults we work with:

- Be a good listener.
- Be non-judgemental.
- Be responsive.
- Be understanding.
- Be honest.

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- Be focused.
- Be realistic.
- Be a good time keeper.
- Be resourceful in your approach.

Be ambitious and professionally curious for adults with care and support needs and promote others to share the same drive.

'Make no decision about me without me.'

Organisation:

This role reports to the [Team Manager>.]

The post holder will have line management responsibility.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

[HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.]

This post is exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be subject to an Enhanced Disclosure application to the Disclosure and Barring service (DBS)

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Person specification

All criteria at level A are considered essential unless stated otherwise. |

Qualifications

Level A

- Best Interest Assessor qualification
- Degree in social work, first level nurse, occupational therapist, approved mental health professional, or a chartered psychologist.
- Registered with appropriate professional body (Social Work England, Health Care Professions Council or Royal College of Nursing)

Level B (in addition to level A criteria)

Evidence of continuous professional development

Level C (in addition to levels A and B) |

Evidence of continuous professional development

Knowledge

Level A

- Up to date knowledge of all changes to legislation, policy, and practice.
- Knowledge of safeguarding and abuse indicators and the processes to raise safeguarding concerns, including for Children and Young People.
- Knowledge of partner agencies and their roles and responsibilities in regard to Deprivation of Liberty Safeguards (DoLS).
- Knowledge of the role of the Court of Protection, Independent Mental Capacity Advocate (IMCA) and Paid Relevant Person's Representative (RPR).
- Up to date knowledge of case law and an understanding of the implications for practice

Level B (in addition to level A criteria)

- Knowledge of the performance dashboard and the ability to interpret this information.
- Knowledge of how to address complaints and FOI requests appropriately.
- Have knowledge of the cases in the Court of protection arena and the DoLS Teams' role in these cases.

Level C (in addition to levels A and B) |

- Comprehensive knowledge and understanding about the additional risks posed to those from seldom heard groups, individuals with protected characteristics and individuals with cooccurring conditions.
 - Comprehensive knowledge of the Court of Protection and the DoLS teams' responsibilities in regard to cases in the court arena.
 - Expertise in an area or areas of BIA practice with a responsibility to share this knowledge to support the team's practice.
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Experience

Level A

- A minimum of two years post qualifying experience.
- Experienced in undertaking BIA assessments.

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- Experience of managing a wide range of complex cases.
- Experience of managing the throughput of cases held within the team and use effective caseload management skills.
- Experience of interpreting data and action accordingly.
- Experienced in supporting the team members with safeguarding queries and actioning as appropriate.
- Experience of undertaking complex MCA assessments, including assessments for the Court of Protection.

Level B (in addition to level A criteria)

- Experienced in providing informal and formal supervision to less experienced staff.
- Experience of analysing complex situations and suggesting effective solutions in complex situations where significant levels of uncertainty or conflict exist.
- Experience of Chairing meetings with e.g. team meeting, best interest meeting, professional meetings.
- Experience of managing a wide range of complex cases
- Experienced in identifying development areas across the team and work alongside others in developing training and upskilling other staff.

Level C (in addition to levels A and B)

- Experience of addressing performance concerns with individuals and devise, implement and monitor action plans to improve performance
- Extensive experience of undertaking complex best interest assessments
- Experienced in taking a lead in developing, implement training / upskilling of the team – utilise support of other team members and other colleagues.
- Experience of supporting the team manager to undertake audits and other quality assurance tasks.

Skills

Level A

- Proficient in the use of Microsoft Word, Excel and Outlook, as well as an electronic integrated system such as MOSAIC or similar.
- Full UK driving licence – the Council is committed to making reasonable adjustments so whilst this job requires the post holder to drive your application will still be considered if you are unable to drive due to a disability.
- Can use professional judgement and analytical skills to inform complex judgements and decisions in their own cases.
- Ability to respond effectively to changing priorities throughout the working day as required.
- Have proficient report writing skills.
- Ability to engage individuals competently and sensitively during a best interest assessment.
- Have relevant skills in interpreting and analysing information and data and using technology to produce reports.

Level B (in addition to level A criteria)

- Ability to allocate referrals and ensure they are prioritised utilising the ADASS triaging tool, to ensure those rated HIGH are allocated before others.
- Ability to ensure allocations are completed and rates are maximised per week.
- Able to interpret data and action accordingly.
- Ability to complete comprehensive BIA assessments in a timely manner.

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Level C (in addition to levels A and B)

- To interpret and analyse data and implement plans in line with the analysis.
- Ability to develop resilience and promote emotional and physical well-being amongst staff.
- Respond to and address complex and high-risk situations effectively.
- Enhanced communication skills to be able to engage a wide range of service users and professionals.
- Ability to deputise for the team manager at complex, multi-agency meetings. |