

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	DOLS Officer
DEPARTMENT	Deprivation of Liberty Safeguards
RESPONSIBLE TO	Deprivation of Liberty Safeguards Manager
GRADE	Range 3

1. MAIN PURPOSE OF JOB

To coordinate administration of Deprivation of Liberty Safeguards applications and authorisations in line with the requirements of relevant case law. There will be strong liaison between Managing Authorities and the Supervisory Body with links to other DOLS Offices.

2. PERSON SPECIFICATION

Qualifications

Essential

- Educated to A Level standard or equivalent

Experience

Essential

- Experience of working with clients in a variety of settings including those who lack the mental capacity to make certain decisions for themselves.
- Knowledge of MCA/DOs and the wider determinants of human rights and best interests
- Extensive experience of engaging and collaborating with communities and individuals to deliver health and social welfare improvement projects
- Proven experience of delivering interventions in partnership including; statutory organisations, external agencies and community and voluntary groups
- Demonstrate a working knowledge of MCA/DOLS issues and theory

Desirable

- Practical experience of delivering a service designed to meet human rights.
- Demonstrable ability to apply practical/procedural/organisational/policy knowledge in a specialist area and can turn theory into practical solutions.
- Experience of organising events and/or meetings requiring communication and coordination of a range of people and/or agencies

Skills

Essential

- Full UK driving license
- Excellent knowledge of Microsoft Office, Excel, Outlook, Word, PowerPoint, web publishing, I-share and Framework I
- Demonstrable ability to analyse and interpret complex information and

situations. Ability to develop solutions and plans for the medium term. Adopts an imaginative and innovative approach (30% weighting)

- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences. Can use easy to understand/read language/documents where required. (25% weighting)
- Demonstrable ability to work independently within defined procedures, and work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary. (20% weighting)
- The work requires dexterity, co-ordination or sensory skills, where there is considerable demand for both precision and speed to meet statutory deadlines.
- An autonomous approach to problem solving in highly complex and changing situations with an ability to exchange verbally and in writing large volumes of complicated and highly sensitive confidential information both internally and with external organisations ensuring data security at all times. (15% weighting)
- Demonstrates the ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands (10% weighting)
- Demonstrable ability to carry out tasks and/or advise on internal procedures, which impact on the health and wellbeing of people
- Demonstrable ability to explain straightforward tasks to others, where required
- Demonstrable ability to handle and process cash/documentation relating to small financial amounts

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

Post will report to the Senior Social Worker with overall management from DOLS Manager

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The postholder must be able to work independently without regular supervision, but also able to work as part of a team.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

This position carries no supervisory management responsibilities although the post will work alongside other DOLS Officers

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

Service users and their families and advocates, members of the public, care

homes and hospitals educational establishments, community and voluntary agencies, health professionals, supervisory body staff, delivery partners and other external agencies.

4. FINANCIAL ACCOUNTABILITIES

Maintain records of project assets and equipment.

Order equipment required for delivery of project as directed by line manager.

Maintain records of all expenditure related to assessments and dols related activities.

Responsibility for physical resources:

To be directly responsible for any of the following or equivalent:

(i) the handling and processing of manual or computerised information where care, accuracy, confidentiality and security are vital.

(ii) provides general information, advice and guidance on established internal procedures in relation to any form of physical resource.

5. WORKING ENVIRONMENT

The postholder will be 100% office based with some attendance at meetings and local events required.

Weighting shown above demonstrates the rank order of the most important elements for the role