

Job Description

DIRECTORATE:	Social Services & Wellbeing
DEPARTMENT:	Adult Social Care / Integrated Community Services – Community Resource Team / Early Intervention and Prevention Hub and Hospital Social Work Team
POST:	Early Intervention and Prevention Hub and Hospital Social Work Team Service Manager
GRADE OF POST:	GR15

RESPONSIBLE TO: Integrated Community Services Manager - CRT

JOB PURPOSE:

Leadership and management of a dispersed social work service within an integrated Health & Social Care service, which includes responsibility for the social work team based in acute hospital settings. The role will have professional social work oversight of the Early Intervention and Prevention Hub and provide the Early Intervention and Prevention Hub Manager with social work advice and guidance. The Service Manager will provide leadership and management for the multi disciplinary team within the Early Intervention and Prevention Hub ensuring complex referrals receive the appropriate prioritisation and intervention necessary at that point in time.

The role will support short-term social work responses to ensure people have access to a high quality social work intervention, within a limited timeframe.

Support the strategic development of the work and performance of the Early Intervention and Prevention Hub in accordance with the strategic objectives and business plans of the County Borough Council.

To actively promote our 'Strengths-Based Model of Practice-Working to Achieve Outcomes'.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Lead, manage and develop the work of the service in line with specific professional codes of conduct, the aspirations of Healthier Wales, the Social Services and Wellbeing (Wales) Act 2014, Bridgend's remodelling and integration agenda, the Social Services and Wellbeing Directorate's Business Plan, MTFS and Commissioning Strategy; delivering, through innovative, integrated, person centred, outcome focused approaches.
- Manage the professional interface with health colleagues in both acute and community health settings, ensuring the service is represented as working in an integrated, collaborative, cost efficient and responsive manner.
- Manage the performance of the service, which will include the multi-disciplinary team, against agreed national and local developments and

targets which includes Delayed Transfers of Care. Monitor and report the outcome developments gained by the service in relation to objectives set for both the service and individuals.

- Prioritise, manage and monitor workloads to ensure that the quality and performance of the service is equitable and maintained; provide opportunities for personal development and supervision for all team members. Provide information, advice and support for team members which will include complex facts/situations.
- Support the Integrated Community Services Managers, in their responsibilities, by developing strategic changes and interpreting policy, providing professional advice and ensuring the effective and efficient operation of the work of the community resource teams and the delivery of continual service improvements.
- Manage and be responsible for the resources of the Directorate as delegated and required.
- Provide expert social work practice guidance and leadership which ensures the delivery of the Adult Social Care practice model, strength - based, outcome focused practice.
- Take a lead role, working with others to ensure systems for safeguarding, quality and safety of individuals are in place and functioning effectively. This will include the implementation of safeguarding legislation for adults at risk, and other procedures to support vulnerable people, across agencies; as well as investigating stage 1 complaints under the statutory complaints procedure for social services.
- To build and develop effective joint working relationships with all key partners and to ensure the service maintains an effective presence in the wider social care service.
- To be responsible for the agreement and effective use of resources and budgets in line with the Council's Medium Term Financial Strategy and appropriate support for individuals and their families and carers.
- Take responsibility for the resources of the Cwm Taf Morgannwg University Health Board and Bridgend County Borough Council within the team structure, allocating resources as situations require.
- Participate in induction and other programmes of training for staff. Alerting the Group Manager to action necessary to develop the competencies of staff in the service area, as well as the potential need to initiate HR policies from both Cwm Taff Morgannwg and Bridgend County Borough Council and to participate in these procedures where necessary.
- To adhere to the All Wales Safeguarding procedures.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK (WHERE APPLICABLE)

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

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Person Specification

Early Intervention and Prevention Hub and Hospital Social Work Team Service Manager

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> A recognised professional qualification in social care services for professional practice and registration with Social Care Wales. Evidence of continuing professional and personal development, education and training. 	<p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Minimum of three years post qualifying experience with considerable experience of working with individuals, their families and carers in community health and social care settings. Management and leadership experience including supervising staff/ students. Knowledge of current policy, statutory guidance and the Law as it is applied and affects adults in the delivery of Social Care & Health Services. Experience and understanding of the management of resources and performance management. Understanding of the equality duty of public bodies carers. Experience of service development, managing change and/or project management. Knowledge of relevant health and social care governance, regulations and record-keeping requirements. Knowledge of current issues and best practice relating to intermediate care and integrated service provision. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Knowledge & Experience (continued)	<ul style="list-style-type: none"> Knowledge and understanding of the registration requirements and processes of the CIW/ HIW. Experience of engagement with individuals, families, carers and stakeholders in service delivery and planning. Knowledge and understanding of the application of strengths-based, outcome focused social care practice. 		Interview, application form, and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> Commitment to improving services to patients, individuals and citizens. The ability to motivate, mentor and develop all team members. Effective people management skills, and ability to lead, advise and support others in a changing environment. Ability to prioritise and take responsibility for workload management and performance in a busy environment. The ability to make sound professional judgements which include complex and high-risk management. Commitment to working to the principles of the Social Services and Wellbeing (Wales) Act 2014. Ability to make sound professional judgements including high risk issues about individuals, their families and carers. To work to the Code of Professional Practice for Social Care. Ability to manage and resolve conflict in a positive way. Ability to act corporately, representing the Directorate and Health Board at a variety of internal and external meetings. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills & Personal Qualities (continued)	<ul style="list-style-type: none"> • Ability to form constructive working relationships with colleagues • Ability to communicate clearly and effectively. • Ability to demonstrate good organisational skills. • Ability to find innovative and creative solutions. • Good IT skills. • Ability to think clearly. • Ability to work flexibly and proactively. • Ability to be independently mobile within a geographical area. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

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