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 | **POST TITLE:** | **End of Life Care Co-ordinator**  |
| 1. **2.**
 | **POST NUMBER:**  |  |
| 1. **3.**
 | **GRADE:**  | **Grade 12****Job Evaluation Reference no. N8438** |
|  | **LOCATION:** | Countywide |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Disclosure & Barring Service:** Subject to DBS **Enhanced** disclosure.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Operations Manager, OP/PDSI.

1. **DESCRIPTION OF ROLE:**

To lead the redesign of service to develop new palliative and End of Life care pathways in Adult and Community Services.

This post will be responsible for leading the design, development and delivery of multi-agency communication and pathways of care for palliative care and End of Life services countywide in social care.

The post will involve establishing links and working new pathways with agencies in the context of improved community outcomes for people who have palliative care needs or are at the End of Life.

In line with the End of Life Care Strategy the post holder will contribute to the design and implementation of clear integrated pathways to ensure a seamless transition from long term care to End of Life care.

The post will involve sharing of best practice and delivering locality based training to staff within Adult social care.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

8.1 To lead and work in conjunction with acute services, and other appropriate health and social care

 staff across County Durham to ensure achievement of targets in relation to End of Life.

8.2 To work in partnership with Macmillan, identifying and mapping palliative care service

 provision/resources with partner organisations and make recommendations for improvements.

8.3 To liaise with relevant agencies and specialist services to promote the role of social work.

8.4 To lead in the development of systems for effective communication, to enable information to be

 shared effectively and in a timely manner, with other professionals.

8.5 To redesign the service to ensure that social work is provided to those people who have palliative

 care needs or are End of Life who require such support.

8.6 To develop a new and innovative multi-agency pathway which has integrated service delivery to

 improve outcomes for people with palliative or End of Life care needs.

8.7 To lead and provide education, learning and development opportunities across the service.

8.8 To provide social work input/advice which assists in decision making in relation to related complex

 casework for both service users and their carers.

8.9 To raise awareness of palliative and End of Life social work and good practice in relation to

 responsive, holistic care planning across the service.

8.10 Provide advice and information to carer forums and families of palliative and End of Life patients.

8.11 Provide project reports and work to agreed deadlines as required.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

 As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

 These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

 All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Person Specification: End of Life Care Co-ordinator**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | Degree or Diploma in Social Work.Registered with HCPCEvidence of relevant and recent Continuous Professional Development (CPD). | Further training/qualification in working in NVQ 4 in Management or equivalent | Application form Selection ProcessPre-employment checks |
| **Experience** | Of working in a multi-disciplinary or multi-agency environment .Relevant service change/development experience.Of extensive work in CHC cases or relevant area of practice. | Supervisory experience.Experience in meeting deadlines and targets.Involvement in health or social care projects.Project management experience.Direct experience of rehabilitation or social care adaptation working. | Application form Selection ProcessPre-employment checks |
| **Skills/knowledge** | Systematic approach.Ability to work under pressure.Ability to work as a member of a team.Working knowledge of health and social care needs of palliative and End of Life patients.Awareness of Personalisation agenda.A knowledge of current medical intervention for palliative and End of Life patients. | High assessment and clinical decision making skills.Good knowledge of current social care issues | Application form Selection ProcessPre-employment checks |
| **Personal Qualities** | Encourage involvement of users of their services in all processes;Listen actively to feedback from users of their services;Contact the users of their services sufficiently frequently to keep them well informed;Keep information secure and confidential;Plan the use of their and resources carefully to allocate them effectively and sufficiently against their workload. Access to a car or access to a means of mobility support to meet demands for domiciliary visits (if driving must have a current valid driving licence and appropriate insurance) |  | Application formSelection ProcessPre-employment checks |