

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Community Deprivation of Liberty Manager

Vacancy ID: 08748

Salary: £34,538 - £37,306 Annually

Closing Date: 29/04/2018

Benefits & Grade

Grade M (pay award pending)

Contract Details

Fixed term for 12 months

Contract Hours

37 hours per week

Job Description

Following the Supreme Court ruling in 2014, and the subsequent identification of a significant number of cases of Deprivation of Liberty in Community settings, a dedicated Community Deprivation of Liberty (DoL) team will be established to progress these cases. There are currently approximately 600 Stockton-on-Tees clients who have been identified as requiring authorisation of the Community DoL through the Court of Protection.

An opportunity has therefore arisen for a Community Deprivation of Liberty (DoL) Manager to oversee the progression of cases where Stockton-on-Tees clients are considered to be deprived of their liberty in community settings.

Responsibilities will include providing support to the Social Work and specialist teams within the Council to identify cases where a community DoL may be occurring, and to ensure that priority cases are progressed. You will oversee the completion of the necessary assessments and collation of information to ensure that the necessary paperwork is submitted in a timely manner. You will work closely with the Council's Legal Service, and liaise with clients and their family members, as well as teams within and outside of the Council. You will be supported by, and provide line-management to, Community DoL Support Officers.

You will develop clear systems and processes to ensure management of the process, and to ensure that the Council is compliant with the legislation for Community DoL cases.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Angela Connor, Service Manager, on 01642 526156.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area: Mental Capacity Act Deprivation of Liberty Safeguards – Community Settings	
JOB TITLE: Community Deprivation of Liberty (DoL) Team Manager			
GRADE: M			
REPORTING TO: Service Manager, Assessment and Support Planning			
1.	JOB SUMMARY: To progress outstanding community DoL cases within the team. To support the Social Work and specialist teams within the Council to identify instances of deprivation of liberty in community settings. To oversee the completion of the necessary assessments and collation of information to ensure that the necessary paperwork is submitted to the legal team. To liaise with clients’ family members and teams within and outside of Stockton Borough Council. To ensure that priority cases from across the Social work and specialist teams are identified. To develop processes and maintain systems to ensure management of the community DoL process To produce a clear exit management plan to ensure that Stockton Borough Council is compliant with the legislation for ongoing community DoL cases		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To provide line-management and regular supervision to the Community DoL team	
	2	To develop a clear communication strategy	
	3	To develop a clear work plan for the progression of identified cases	
	4	To ensure that Stockton Borough Council is compliant with the legislation for community DoL cases	
	5	To complete the Mental Capacity assessment the required documentation, for cases where it is not possible to use a recently completed capacity assessment	
	6	To ensure that complex cases are referred onto the appropriate Social Work team manager	
	7	To maintain records and report regularly on progress against the plan	
	8	To identify and communicate opportunities for service development to the Service Manager	
	9	To communicate effectively, and provide information and guidance to Stockton Borough Council staff, clients and their families, and external stakeholders	

	10	To support and/or provide awareness sessions as required
	11	To take responsibility for collating the relevant client information
	12	To compile witness statements
	13	To liaise with families as appropriate
	14	To liaise with Social Work teams and legal colleagues as appropriate
	15	To quality assure the information and court documentation submitted to the Legal team in order to expedite the process, as far as possible
	16	To respond to complex queries, and any complaints in relation to the service
	17	To ensure that appropriate records are maintained in accordance with the departmental policy
	18	To ensure that all information gained is recorded and distributed appropriately using the agreed management system, and in line with confidentiality requirements
	19	To work with the Service Manager to ensure that there is a clear exit strategy for the ongoing management of Community DoL cases within the Social Work teams
	20	To ensure that appropriate records are maintained in accordance with departmental policy
	21	To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service
	22	To co-operate in ensuring service aims and objectives are implemented
	23	To represent the Council and the Service Area at work groups and meetings
	24	To take reasonable care of your own health and safety and co-operate with the management, so far as necessary to enable compliance with the Authorities health and safety rules and legislative requirements
	25	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
	26	To comply with the Council's Code of Conduct and Core Values and to ensure that staff members are working and managed in accordance with the Code of Conduct and Core Values
	27	At all times carrying out responsibilities / duties within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy)
	28	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council
	29	To undertake such other duties and responsibilities commensurate with the grading and nature of the post

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated January 2018

PERSON SPECIFICATION

Job Title/Grade	Community Deprivation of Liberty (DoL) Manager	Grade M
Directorate / Service Area	Adults and Health	Mental Capacity Act Deprivation of Liberty Safeguards – Community Settings
Post Ref:	34343	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> A recognised Social Work Qualification e.g. CQSW, CSS, DipSW 	<ul style="list-style-type: none"> Best Interests Assessor qualification 	Application form
Experience	<ul style="list-style-type: none"> Evidence of practical experience with Service Users Experience of completing assessments Experience of working with in a team Experience of developing new ways of working 	<ul style="list-style-type: none"> Previous line-management experience Experience of completing documentation for submission to Court Court of Protection experience Experience of working with community DoL cases 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Working knowledge of the Mental Capacity Act and Deprivation of Liberty as applied to community settings Understanding of departmental policies and procedures, including the Equal Opportunities policy Effective interpersonal skills Report-writing skills Good communication skills (oral & written) Knowledge of social care systems Knowledge of relevant legislation Ability to take guidance and instruction from management Ability to work alone whilst using own initiative, or as part of a team Ability to maintain records 		

	<ul style="list-style-type: none"> • Effective organisational and co-ordination skills • Ability to work in a person-centred way, ensuring that the person's wishes and feelings are taken into consideration 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • A willingness to undertake any training commensurate with the post • Be prepared to accept structured supervisions and appraisals • Willingness to try new ways of working • Reliable • Motivated 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Flexible and honest • Ability to travel independently • Enhanced DBS clearance will be required 	Interest in evidence-based practice	

Person Specification dated

January 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.