

Job Description

- Post Title:** BIA and DoLS signatory – must be progressed social worker with additional BIA qualification
- Evaluation:** 590 Points **Grade:** N9
- Responsible to:** Safeguarding Adults Coordinator
- Responsible for:** N/A
- Job Purpose:** The responsibility to sign off all assessments and paperwork in relation to the Deprivation of Liberty (DoLS). To contribute to the development of MCA/DoLS training, learning and organisational development strategies across adult services. To carry out Best Interests Assessments for the Deprivation of Liberty Safeguards and Court of Protection processes
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
- 1 To act on behalf of the Supervisory Body (Newcastle City Council) as authorised signatory for all assessments and associated documents in relation to DoLS process with consideration for the Supervisory Bodies role.
 - 2 Liaise with stakeholders in relation to BIA assessments and DoLS processes to ensure BIA's in relation to BIA assessments/conditions
 - 3 Undertake Best Interest Assessments in line with appropriate procedures.
 - 4 Develop and deliver training packages and programmes in relation to all areas of Safeguarding Adults, including Best Interest Assessors, Deprivation of Liberty and the Mental Capacity Act.
 - 5 To prepare and present reports for meetings, conferences and courts, to agreed standards and to attend court as required.
 - 6 To work within the statutory framework and comply with Directorate policies, procedures and guidance.
 - 7 To promote high standards of professional practice through monitoring, reviewing and evaluation of the DoLS and Court of Protection DoL interventions that will improve the quality of the outcomes for service users.
 - 8 To maintain high quality safeguarding standards for Children or Vulnerable Adults, reporting concerns promptly to the Team Manager.

- 9 To provide day to day professional advice and guidance to team members to ensure that the services provided are consistent, integrated and are of the highest standard.
- 10 To update and maintain computer and written records in accordance with Directorate guidelines ensuring the quality of the information noted is accurate and up to date.
- 11 To establish and promote effective working relationships with external partners, agencies and other sections of the Directorate that will improve practice and outcomes for individuals and families
- 12 To contribute to the development, improvement and promotion of Directorate policies and services including the effective involvement of service users through working groups, meeting, etc.
- 13 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures
- 14 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.