

# Role Profile – Safeguarding Adults Co-Ordinator

## INFORMATION ABOUT THE ROLE:

**Group: Integrated Adults and Social Care Services**

**Service: Adult Social Care - Assessment**

**Location: Civic Centre**

**Line Manager: Team Manager**

**Car User Status: Casual**

**SCP and range 34-37 £40,478 - £43,516**

## WHAT WE WANT YOU TO DO.....

To ensure that the multi-agency Safeguarding Adults Policy and Procedures are implemented. This includes leading on Section 42 Enquiries and facilitating and Chairing Safeguarding meetings.

To participate in the Safeguarding Adults Coordination Team duty system, ensuring that all safeguarding adult concerns are processed in accordance with the procedures within the prescribed timescales.

To provide practice guidance, advice and mentoring to staff and partners involved in complex, multi-agency, safeguarding proceedings.

To create effective working relationships with the Care Quality Commission, Gateshead Council Legal Services and Gateshead Council Commissioning Team in the development and monitoring of contract compliance with provider agencies.

To produce briefings, reports and weekly service updates.

To produce, update and maintain electronic recording and information systems that gather evidence necessary for the completion of reports.

To co-ordinate all allegations of abuse against staff and volunteers working with adults at risk in accordance with the agreed protocol.

To link with internal and external partners to ensure effective implementation of the Safeguarding Adult Policy and Procedures.

To support the Team Manager and Service Manager with any other duties commensurate with the post and grade.



# Role Profile -

## WHAT YOU NEED TO BE SUCCESSFUL..... THE ESSENTIALS

### THE KNOWLEDGE

- Care Act 2014
- Risk Management
- Mental Capacity Act 2005
- Relevant health and social care legislation.

### THE EXPERIENCE

- Chairing complex meetings.
- Implementing Safeguarding Adults Policy and Procedures
- Experience of direct work with vulnerable individuals.
- Ability to produce high quality reports and other management information.
- Excellent communication skills.
- Assessing and managing high risk situations.

### THE QUALIFICATIONS

- Social Work degree or equivalent.
- Evidence of continued learning

- Dealing with difficult situations.
- Relevant experience in a social care setting.
- Partnership Working
- A commitment to on-going personal development.
- Policy and Strategy development

## OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

### CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

### GREAT AT COMMUNICATION

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### TEAM PLAYER

Works with others to achieve results and develop good working relationships

### MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

### FLEXIBLE

Adapts to change and works effectively in a variety of situations

### LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

