

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Health & Adult Services

POSTHOLDER

SECTION Hospital Integrated Discharge Team GRADE PO3

POST DESIGNATION (TITLE) Bedded Unit Coordinator

Purpose of Job:

To be responsible to ... The Team Manager ... for:

- i) Providing oversight and triage of clients for Discharge to Assess bedded units in line with eligibility criteria. To be accountable for ensuring timely discharges from the units to ensure flow to support the wider system group.
- ii) To engage with residents to remain in community living by providing support and coordinating services to resolve issues preventing a direct move home from hospital.
- iii) Carry out the functions of completing Care Act Assessments and Care planning.
- iv) Responsibility for coordinating services to ensure service users can be discharged home safely or to a new place of residence
- v) Ensuring that all work complies with Council policies and procedures and that statutory obligations are met.
- vi) The quality and prioritisation of your own work, following direction from your Line Manager, and for alerting your Line Manager at the earliest opportunity to any case issues, caseload issues, safeguarding concerns, practice issues, issues of unaddressed risk that will adversely impact the health and wellbeing of an individual or their carer, or issues that may impact the good reputation of the department or the local authority.
- vii) The adoption of own good practice and performance standards and, adherence to Directorate policies, procedures, statutory responsibilities and agreed performance targets.
- viii) Undertaking all duties with due regard to the provisions of health and safety regulations and legislation, Data protection/GDPR, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.
- ix) Undertaking any other work appropriate to the level and general nature of the posts duties.

Manages up to 3 ...directly managed staff.

Manages up to 2 ...indirectly managed consultancy/contracting staff.

Main Duties:

- 1) To complete assessments and care and support plans and to review care and support plans for Adults with social care needs; to enable people to experience personalised, integrated care, and support them to maintain their independence and wellbeing, cope with change, attain the outcomes they want and need, understand and manage risk, and participate in the life of their communities.
- 2) To lead on the Discharge to Assess bedded unit provision. To monitor the care being provided and to liaise with provider organisations, commissioning and other directorates and to chair weekly Multi Disciplinary meetings.
- 3) To coordinate with external organisations to provide goods, support and services to enable Service Users to return to their normal place of residence where risks are minimised so they can remain living in the community.
- 4) To work creatively with Adults, their families and carers, and collaboratively with other professionals, in a range of settings, using person-centred principles, evidence-based practice, appropriate social work methods and models, and a good understanding of risk assessment and positive risk taking and making best use of available resources, to enable people to have better lives, whilst ensuring that individual rights are upheld.
- 5) To coordinate with internal departments to organise Blitz cleans, pest control, repair issues preventing Service Users from returning to their normal place of residence
- 6) To enable access to advice, support and services to adults and families to facilitate a wide range of practical and emotional support as required, using an extensive knowledge of social care legislation, best practice, current policies and procedures, as well as local and national resources.
- 7) To take responsibility for complex cases, using practice evidence and research to inform complex judgements and decision-making and be proactive in identifying issues and recommending actions needed to support, empower and protect adults and their families.
- 8) To ensure the safeguarding of adults and children at risk from abuse, neglect or exploitation by ensuring all concerns are raised with a Safeguarding Adults manager and by carrying out detailed safeguarding adults' enquiries/assessments/reviews in line with current legislation, policy and best practice.
- 9) To be responsible for maintaining and promoting your own knowledge of social care legislation, guidance, best practice as well as local and national resources, and take a lead role in sustaining a learning culture within the organisation.
- 10) To maintain an awareness of your own professional limitations and knowledge gaps and seek advice and expertise where required to ensure safe and effective practice.
- 11) Take a lead role in the development of new initiatives, practice development, service improvement, policy and planning with regard to the Discharge to Assess bedded units currently in use and in the consideration of new facilities/providers.
- 12) To contribute to the learning of others and to provide consultation, guidance, modelling and support the learning of good practice to colleagues within the council as well as external organisations as appropriate to grade, skills, knowledge and responsibilities, as directed by your Line Manager.

- I3) To follow and to promote best practice and local guidance in recording and documenting your activities, electronically and using other mediums, with especial emphasis on recording details pertaining to individuals.
- I4) To supervise, mentor, observe in practice, monitor and allocate work to staff and advise upon and direct the further development of their practice and workload management.
- I5) To lead on specific areas of work including giving presentations internally and externally and represent the department, appropriate to experience and grade as directed by Line Manager.
- I6) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- I7) To undertake any other work appropriate to the level and general nature of the post's duties..
- I8) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- I9) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 20) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
- 21) This post requires an Enhanced DBS with adult's barred list and will be supported by Safer Recruitment tools
- 22) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Deputy Team Manager/Team Manager