

Job Description

Job Title: Reablement Practice Manager	Service Area: Adult Social Care
Division/Section: Operations, Adults and Health	Job Number: 10022295 Job Evaluation Number: JE7181
Grade: PO5	Date last updated: February 2024 Date of last Evaluation: February 2024

Building a Fairer Newham

We are committed to investing in our people and our borough to make it the best place to live. We are addressing poverty and inequality, tackling the housing crisis, health inequality and food insecurity. Our commitment starts within the workplace where we strive to ensure the Building a Fairer Newham Corporate Delivery Plan is our number one priority to deliver better and fairer outcomes for our residents

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

1. To be responsible for providing leadership, supervision and practice direction for the work undertaken by qualified and non-qualified Occupational Therapy, Physiotherapy and other social care staff in the provision and management of Reablement in order to support the Team Manager and Service Manager in delivering the key strategic aims of the organisation and to ensure that residents have access to high quality services.
2. To manage resources effectively and efficiently without compromising the high quality of the service delivery of Reablement interventions and completion of Care Act assessments.
3. To take a lead in the development of Trusted Assessor roles and functions across the Adult Social Care pathway and identify the impact on performance.
4. To manage the efficient operation of processes, policies and procedures to ensure the delivery of high quality standards in line with national legislation and guidance and local and service policies and procedures
5. To provide consultancy and mentoring/coaching to students, social workers, occupational therapists other staff and other professionals who have a safeguarding role through the provision of goal setting, review, assessment, support planning and the delivery of Reablement services.
6. To ensure a strengths based approach is embedded within the practice of the service and that all customers are fully supported to have the best possible opportunities and are supported to exercise choice and control to meet the outcomes they define.

Job Context

1. The post holder will report to the Reablement Team Manager.
2. The post holder has line management responsibility for 8 - 12 FTE members of staff and will deputise for the Team Manager and the Service Manager when required to do so.
3. The post holder may have budgetary responsibility for up to £50,000.
4. The post holder is responsible for supporting the Team Manager in the organisation and management of the Reablement service in line with legislation, national and local strategies and policies.
5. The post holder has responsibility to give professional leadership in line with their professional body at a range of operational and strategic meetings within and outside of the organisation.

6. The post holder is responsible for the supervision and support of qualified and non-qualified staff who may have equipment prescribing roles.
7. The post holder is expected to work flexibly in line with the Council's improved ways of working policies and to demonstrate ICT competencies and compliance with Newham Council's electronic systems.
8. The post holder has specific health and safety and risk management responsibilities for residents and staff within the services they manage.
9. The post holder may be required to work evenings, weekends and occasional public holidays.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time. Working in collaboration with the for the service, the postholder will:

1. Lead the efficient day to day operational management of the Reablement Service, ensuring best practice underpins the delivery of high quality, responsive and safe services, that meet the needs and outcomes of residents/their family/carers, promoted by an ethos of positive partnerships, and in line with national and local standards and operational requirements.
2. Lead workforce capacity and capability, including supervision, performance appraisals and training needs analysis, to maintain the professional, safe delivery and viability of the service within the resources available.
3. Lead the maintenance of high professional standards of practice regarding the quality of intervention, clear, sound and up to date case recording and decision making with clear expectations around performance and productivity being set.
4. To provide regular supervision, guidance and support to staff within the service as required in relation to complex issues around risk, self-directed support, in a Reablement context.
5. To work closely with quality assurance colleagues to continuously develop, improve and audit standards of practice with ILSS care providers.
6. To ensure that support and services offered, fully embrace and promote strength based, person centred planning approaches; independence, choice and control and that staff are supported in complex decision making about risk.
7. To take part in case conferences, reviews and meetings as appropriate including funding panels ensuring that customers who use services and their

family/carers are supported in making a full contribution to the meetings as required

8. Investigate and respond to complaints and compliments and provide detailed and professional responses in accordance with relevant standards and time frames.
9. Initiate the development of service plans, objectives and service changes with the team, ensuring that staff are engaged directly in any review and with the development of services.
10. To ensure that there is Reablement service representation at case conferences, multidisciplinary team (MDT) meetings and ASC team manager meetings.
11. Develop constructive links with all statutory, voluntary and independent sector providers to ensure the timely delivery Reablement.
12. To be responsible for services that are provided within budget and reflect best value, to support the Team Manager provide reports and information to senior managers on expenditure projected, and taking timely remedial action where required.
13. Develop and embed a performance culture within the team that delivers results through rigorous challenge, disciplined execution and continual improvement, ensuring that resources are targeted on business priorities and meeting customer needs.
14. Ensure collection, of information and/or data on the team and its performance, including its analysis, interpretation, processing and presentation in order to meet statutory and local recording requirements.
15. To carry out responsibilities within Human Resources policies and procedures including recruitment, capability and conduct, sickness absence, and compliance with DBS and HCPC and Social Work England and other professional registration requirements for individual team members.
16. Contribute to service development and service improvement projects as agreed and to represent and promote adult social care across the Council, with key partners, elected Members on pan London groups and externally as required.
17. To build positive relationships with key partners and stakeholders, including residents and carers, and the development of appropriate mechanisms to gather feedback on the effectiveness, perceived value and fitness for purpose of services, reporting trends and customer satisfaction as appropriate.
18. Ensure that effective arrangements are in place to secure the wellbeing and the health and safety of all employees and residents.

19. To be responsible for ensuring that effective risk management arrangements are in place to minimise the Council's exposure to risk and uncertainty in full compliance with the Council's Emergency and Business Continuity Planning policies.
20. To champion the delivery of Newham Council's diversity and equalities strategy within the team.
21. To ensure the development of an organisational culture which is positive, forward looking, results orientated and continually improving, and focused on business priorities and meeting customer needs.
22. To value and celebrate the diversity of the community and organisation through personal example, open commitment and clear action and promote equality of opportunity in both service delivery and employment practice.
23. To meet the registration requirements of the relevant professional body.
24. To deputise for the Team Manager and provide operational cover for other team managers as required.
25. To attend and contribute to one-to-one supervision and appraisal sessions with the line manager and undertake mandatory and other relevant training as required, including requirements for continued professional registration.
26. To carry out any other duties that are in line with the purpose and grade of the job.

Person Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: A good working knowledge of the Care Act 2014.	Application Form/Interview

Knowledge of a wide variety of service delivery models including, Reablement, the links to Rehabilitation in the context of hospital discharge, intermediate care, , Assistive Technology, complex equipment solutions and preventative programmes	Application Form/Interview
Broad knowledge of the current policy and issues in social care specifically Safeguarding, Risk and choice and control with adults.	Application Form/Interview
Commitment to service delivery which embraces the 'putting people first concordat, is culturally appropriate and responsive to the needs of all customers including the impact of social exclusion.	Application Form/Interview
Knowledge and understanding of the management and leadership aspects of the role.	Interview
Knowledge of quality systems and the ability to monitor the work of the team.	Application Form/Test
Knowledge of financial systems and experience of managing budgets.	Application Form/Test
Knowledge and competence of IT systems and the capacity to use them to harness their potential in organising and supporting the work of the service.	Application Form/Test

QUALIFICATIONS:	
A degree or Diploma in Occupational Therapy, Social Work or Nursing, or equivalent.	Application Form/Documentation
Current professional registration with the relevant regulator, either HCPC, NMC or Social Work England.	Application Form/Documentation
Evidence of continuous managerial and professional development.	Application Form/Documentation
OTHER SPECIAL REQUIREMENTS:	
This post is subject to a DBS enhanced disclosure and ISA registration.	Satisfactory clearance at conditional offer stage

<p>SKILLS AND ABILITIES:</p> <p>Experience of directly managing / supervising social care staff and /or health care staff / with qualifications or backgrounds other than their own as part of a multidisciplinary team (MDT)</p> <p>Experience of assessing for and managing the process of Reablement, including SMART goal setting and adjustment.</p> <p>Experience of expert professional knowledge within the related field.</p> <p>Ability to motivate all staff to achieve objectives, to manage their work, and to organise own workload, in a complex, demanding and pressurised environment.</p> <p>Ability to communicate well on complex issues both person to person and in writing. Ability to represent the views of the service in various settings including with other departments and external agencies.</p> <p>Understanding of and ability to manage and use financial and performance information.</p> <p>Understanding the role of performance monitoring and the need to report on service delivery.</p> <p>Demonstrable IT skills and competence and transferable skills.</p> <p>Demonstrable understanding of the requirements of the personalisation agenda and commitment to enablement and maximising independence.</p>	<p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Test</p> <p>Application Form/Interview</p> <p>Interview/Test</p> <p>Interview/Test</p> <p>Test</p> <p>Application form /Test</p>
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