

<b>HOME CARE MANAGER - INTEGRATED COMMUNITY ASSESSMENT AND SUPPORT SERVICES (ICASS)</b>				<b>Purpose</b>			
Reference No.	A4509	Type	Individual	<p>The ICASS aims to improve care quality and outcomes for older people. By enabling people to stay independent in their own home or in their community. ICASS will improve the care and well-being for older people in Fife by promoting;</p> <ul style="list-style-type: none"> <li>• Early supported discharge.</li> <li>• Supported prevention of hospital admission.</li> <li>• Assessment and rehabilitation at home.</li> <li>• Person centered service.</li> <li>• Treatments traditionally offered in hospital being given at home.</li> <li>• Offering choice</li> </ul>			
Service	Health & Social Care						
Job Family	Care 6	Grade	FC7				
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility		<b>E</b>	<b>D</b>
Ensuring that Service Policies are adhered to in accordance with National Care Standards and monitoring and reviewing service provision.				Significant experience in a relevant setting		✓	

## Role Profile

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<p>The service is delivered by a variety of council and healthcare staff including Nurses, Doctors, Allied Health professionals, a Homecare Manager and support workers.</p> <p>An essential activity within the Home Care Manager role is to visit the person at home or in hospital following a referral to carry out an assessment and then make recommendations on how the ICASS can help to support the individual. The support offered varies from person to person but can include a rehabilitation plan involving Physiotherapy, Occupational Therapy or support delivered by Rehabilitation Care Assistants. In addition to this, Hospital at Home ICASS can now provide the same level of care that would be expected should an individual be admitted to hospital, this could include medical investigations and treatments like intra-venous anti-biotics.</p>	<p>Management experience in care setting – ability to attain formal management qualification e.g. PDA Health and Social Care or equivalent.</p> <p>To ensure you achieve registration with SSSC as a <b>Manager in a Care at Home Service</b> within 6 months of starting in a new role, you must apply to register within 3 months of your start date.</p> <p>To maintain your registration, you must hold or work towards the SSSC benchmark qualification for the role. For this role, you must have a practice qualification and hold or be willing to achieve a manager qualification. The main qualifications are detailed below:</p> <p><b>Practice</b> Must hold SVQ Social Services and Healthcare SCQF Level 9</p> <p><b>Management</b> SVQ Care Services Leadership and Management SCQF Level 10 Any award in management that is certificated at or above SCQF Level 9* (min 60 credits) and mapped against the National Occupational Standards: Leadership and Management for Care Services SCQF 10</p> <p>The benchmark qualifications are listed here: <a href="https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/">https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/</a></p>	<p>✓</p>	<p>✓</p>

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	If you do not currently hold a benchmark qualification, your registration will be granted subject to the condition that you achieve the required qualification within your first period of registration.  Ability to provide a regular and effective service	✓	
Achieving objectives within the Service Improvement Plans and Care Commission Standards in terms of performance, people and partnerships, promotion of equal opportunities, rights, culture and diversity.	Ability to operate in a 'care manager' role and demonstrate leadership skills  Ability to work independently  Organisational skills	✓  ✓  ✓	
Maintaining accurate, up-to-date database of all relevant service user records and taking responsibility for the effective application of information management systems.	IT Skills and ability to interpret data and manage information	✓	
Providing support for Rehabilitation Care Assistants through formal supervision, attendance management and performance management.	Understanding of the value of performance management/monitoring  Excellent communication skills	✓  ✓	
Maintaining accurate employee records.			
Overseeing budget control.	Ability to manage finances	✓	

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Operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.	Desire to identify, adopt and develop models of practice in order to achieve positive outcomes	✓	
Engaging and working in partnership with service users, family members, colleagues, statutory/voluntary agencies and others as appropriate.	Team working skills  Ability to engage with others and work in multi-disciplinary setting to achieve common goals	✓	✓
Demonstrating Moving and Handling Techniques.	Ability to undertake Moving and Handling Training and demonstrate safe practices  Good verbal and written skills	✓	✓
Assessing, monitoring and reducing risk to service users and others.			
Operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.			
Ensuring individuals are treated in a respectful and dignified manner at all times.			
Attending meetings, and undertaking training as required.	Ability to undertake designated training and put new skills into practice. Ability to travel throughout Fife	✓	

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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<b>Job Title of Specialist tasks</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>