

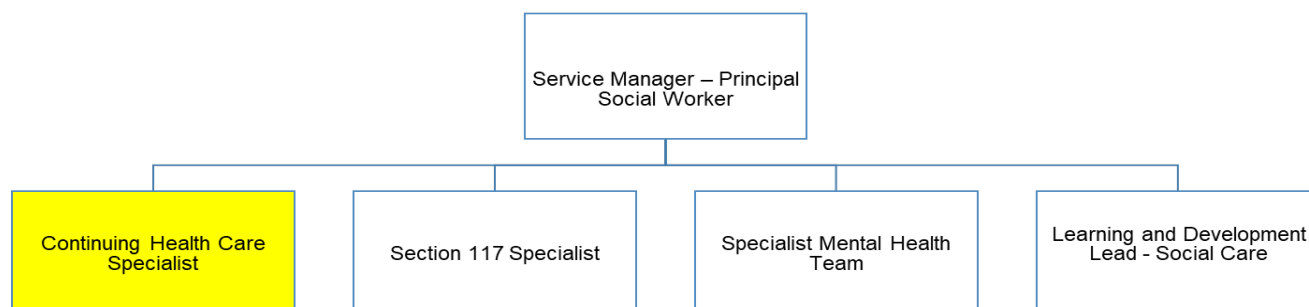
Job Description and Person Specification

Job title:	Continuing Health Care Specialist
Directorate:	People
Service:	Adult Social Care
Team:	Management Team
Post number:	04375
Salary grade:	J
Work location:	Market Street
Reports to:	Hannah Cole
Supervises:	N/A

Job Purpose

1. To provide a strategic overview of the issues and challenges that WBC faces about the implementation locally of the NHS CHC framework.
2. To provide a robust response to the NHS, engaging legal service, Service Director of Adult Social Care where appropriate.
3. To provide a source of expertise on NHS CHC issues and applications to WBC staff at levels
4. To support the Council to ensure services are appropriately funded.
5. To establish sufficient expertise and confidence in the CHC process that the service becomes self-sustaining.
6. To implement the functions of an LA assessor within the NHS CHC Framework.
7. To work within the context of current legislation and policies.
8. To work in a flexible manner providing an effective and comprehensive service to people with disabilities.

Structure Chart



Main Duties and Responsibilities

Specialist knowledge

- To ensure the Council and its staff act lawfully within the CHC framework.
- To be a source of expertise for other practitioners with regards to Continuing Healthcare framework.
- To continuously advise, educate, support, and attend meetings with staff with regard to their case work with individuals and the CHC framework.
- To provide a programmed of training and awareness raising to all WBC staff in the details of the NHS framework
- By ongoing input develop a workforce that is both confident and competent to implement the NHS Framework
- Attending multi-disciplinary meetings to complete Decision Support Tool Form
- To provide specialist CHC knowledge on weekly basis on cases presented to the Good Practice Forum to the Senior Management Team.

Operational Activity

- To act as case manager for a number of high costs, complex individuals and apply for CHC
- To meet with families and carers to explain the CHC process and benefits.
- To work with the NHS CHC team to complete joint assessments and reviews for the CHC process
- To maintain an up-to-date spreadsheet of all referrals, actions, and progress on each individual
- To involve carers in the CHC process and take into account their need as well as those of the service user
- To identify individuals across all care groups that have potential eligibility for CHC funding.

Main Duties and Responsibilities

- To maintain case records and to fulfill departmental procedures and statutory duties commensurate with national and departmental training requirements.

Transitions

- To monitor Young People transitions into Adult Social Care who may be eligible.

Budgets

- To work with Senior Accountant and maintain a spreadsheet of both cashable and cash avoidance savings.
- To work with the Commissioning team for the delivery of services with providers in accordance with service level agreements and block contracts etc. paying due regard to statutory responsibilities.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures, and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Environment:

The post-holder will work in the context of relevant legislation and Health / Social Services policy and procedures including an established care management system and eligibility criteria.

The environment is subject to frequent change, requiring clarity about priorities when competing demands for resources are made.

The status of this post is free within the Council's Flexible Working policy.

Constraints:

The post holder will work within West Berkshire Council Adult Social Care Services policies and practice.

Relationships:

The postholder will have regular contact with service users and their carers in relation to care management and complaints handling. The post holder will have a range of contacts outside the service area with Social Services teams, Members, Health Trusts, Housing, private and voluntary providers etc.

The post holder will have a specific relationship with the BOB ICB CHC team and will participate in multi disciplinary assessments.

Person Specification		
Qualifications		Essential/ Desirable
Recognized qualification in health or social care or significant experience working in the sector		Essential
Experience		
The postholder will need to understand the professional landscape and feel confident to contribute effectively as part of multi disciplinary meetings.		Desirable
The postholder will be required to produce reports, use the client management systems and other programmes as part of their daily work.		Essential
Experience of working in partnership with others		Essential
Experience of working in adult social care services		Essential
Knowledge and understanding		
The postholder will be providing expert advice and support so will need to ensure they maintain their knowledge to ensure the Council are represented effectively in the process.		Essential
The postholder will need to take a view on the appropriateness of an application, represent the Council at MDTs, agree funding splits based on the outcome of the process. They will need to be confident about interpreting information and presenting a rationale that supports the argument.		Essential
The postholder will need to understand a range of needs and conditions and the impact on an individual and how this relates to the domains set out in the CHC framework.		Essential
The postholder will need to understand needs of vulnerable adults met by social care to inform discussion as part of the CHC process. Previous experience of working in the field will help with discerning the difference services can make, distinguishing variation in need and understanding the subtleties in determining managed needs, range in domains.		Desirable
Knowledge of National Framework for NHS Continuing Health Care and NHS Funded Nursing Care (Revised July 2022)		Essential
Knowledge of relevant legislation and guidance, including Care Act, Mental Capacity Act, etc.		Essential
Knowledge of Safeguarding Adults requirements		Essential
Knowledge of Direct Payments system		Essential
Working knowledge of the provision of health and social care services		Essential
Skills and abilities		
Ability to use Outlook, and a web browser to access information		Desirable
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)		Essential
Ability to make timely judgements regarding the needs of individuals and to signpost / refer elsewhere if appropriate		Essential
Ability to work with people with a range of disabilities and		Essential

communication needs		
Ability to work collaboratively with colleagues in a range of settings – e.g. health and social care colleagues, voluntary sector, community resources, Council staff		Essential
Good verbal and written communication skills		Essential
Work-related personal qualities		
The postholder will need to be able to analyse information provided from a range of sources and feel confident enough to challenge appropriately on behalf of the Council.		Desirable
Commitment to ensuring anti-discriminatory and anti- oppressive practice		Essential
Positive attitude towards risk enablement / management		Essential
Ability to prioritize		Essential
Good interpersonal skills – communicating, listening, responding		Essential
This is a key role, it is important the postholder keeps accurate and up to date records, actively engages with operational teams to ensure CHC is a key consideration and provides the main point of contact with the CHC team. The postholder will need to be able to communicate with a range of different stakeholders including service users, families and professionals across health and social care. They will provide written reports and may be called upon to update HoS, Corporate Director and Members, this may require occasional working beyond usual working hours.		Essential
Other work-related requirements		
The Council supports a diverse range of vulnerable adults, some of whom may live outside the district, this means they may need to travel to visit services to support evidence collection for applications or participate in MDT meetings.		Essential
Flexible working hours, including evenings on occasion and possibly weekend work very occasionally.		Essential
Car Driver		Essential
DBS Check?	DBS Check?	Yes