Disgrifiad Swydd

Teitl y swydd	Uwch Ymarferydd – Gofal wedi'i Gynllunio (Plant a Phobl ifanc)
Gwasanaeth	Porth Cynnal
Gradd	Gradd 11
Cyfeirnod at ddibenion Gwerthuso Swyddi	JD 1442
Cyflog	£40,221 - £42,403 pro rata
Diben y swydd	Cynorthwyo'r Rheolwr Tîm i fynd ati i gynnal asesiadau ac i gynllunio gofal ar sail dull teulu neu rwydwaith cyfan, gan ddefnyddio'r fethodoleg Arwyddion Diogelwch ym mhob rhan o'r gwaith. Gweithio yn unol â'r ddeddfwriaeth a'r canllawiau statudol cyfredol, yn ogystal â pholisïau, gweithdrefnau ac arferion y Cyngor, i asesu anghenion gofal a chymorth unigolion ac i sicrhau bod gwasanaethau cymorth ac ymyriadau wedi'u cynllunio yn cael eu darparu i'r rheini sydd mewn perygl neu'n agored i niwed, a'u hadolygu. Cydweithio â chymheiriaid yn y sector statudol a'r sector annibynnol i sicrhau ansawdd y gwasanaeth, i sicrhau bod dull amlasiantaethol yn cael ei ddefnyddio, ac i rymuso defnyddwyr gwasanaethau i siarad drostynt eu hunain, gan sicrhau ar yr un pryd eu bod yn ddiogel ac yn cael eu hamddiffyn.
Lleoliad	Penmorfa, Aberaeron
Oriau gwaith	37 hours per week
Math o gontract	Amser llawn
Hyd y contract	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm – Gofal wedi'i Gynllunio
Cyfrifoldebau goruchwylio/rheoli	Cyfrifoldeb goruchwylio a rheoli llwyr dros staff gofal cymdeithasol o fewn y Tîm
Atebolrwydd	
Y telerau contractiol sy'n gysylltiedig â'r swydd	Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.
Trosolwg ar y Model Gwasanaethau Integredig Gydol Oes a Llesiant	Mae Model Gwasanaethau Integredig Gydol Oes a Llesiant Ceredigion yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl iawn yn eu lle i wneud y penderfyniadau iawn ar yr adeg iawn. Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant: • yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol • yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion • yn penderfynu ar y gwasanaethau wedi'u targedu a'r gwasanaethau arbenigol mwyaf priodol i roi cynlluniau gofal a chymorth ar waith yn brydlon • yn monitro ac yn gwerthuso effaith y cymorth

Dyletswyddau a chyfrifoldebau
DYLETSWYDDAU **Cyfarwyddo a goruchwylio'r tîm** • Cynorthwyo'r Rheolwr Tîm i roi gweithrediadau effeithiol ac effeithlon ar waith o ddydd i ddydd ar draws y tîm cyfan, a dirprwyo ar ran y rheolwr mewn rôl fugeiliol pan fydd yn absennol. • Goruchwylio a rheoli Gweithwyr Cymdeithasol, Cynorthwywyr Gwaith Cymdeithasol a Gweithwyr Cymorth y tîm. • Sicrhau bod gwybodaeth am gleientiaid yn cael ei chofnodi'n gywir, a chynorthwyo'r Rheolwr Tîm i gynnal ac i fonitro cofnodion swyddfa i sicrhau bod safonau ymarfer uchel yn cael eu cynnal ym mhob rhan o'r tîm, yn unol â gofynion cenedlaethol a pholisïau a gweithdrefnau'r Cyngor neu'r Gwasanaeth. • Cadeirio cyfarfodydd amlddisgyblaethol neu fynd iddynt, fel cyfarfodydd cynllunio gofal, cyfarfodydd diogelu, cyfarfodydd amlddisgyblaethol, ac unrhyw ofynion rheoleiddiol neu ofynion gwasanaeth eraill yn ôl y gofyn. • Goruchwylio a rheoli dyraniad achosion i weithwyr priodol i gydgysylltu asesiadau a gofal ac i weithredu fel gweithwyr allweddol, gan oruchwylio i sicrhau bod cam/ymyrraeth amserol ar lefel briodol yn cael ei ddarparu/darparu ar gyfer pob unigolyn sy'n cael ei atgyfeirio at y gwasanaeth a sicrhau bod terfynau amser statudol yn cael eu bodloni. • Monitro a sicrhau ansawdd asesiadau a chynlluniau gofal a chymorth Rhan 4 a Rhan 6 i sicrhau bod y cynlluniau'n diwallu anghenion yr unigolion o fewn y gwasanaeth. • Rheoli nifer y cytunir arni o achosion cymhleth. • Darparu cymorth a chyngor i aelodau'r tîm, gan gynnwys asesu llwythi achosion a llwythi gwaith i sicrhau bod staff yn ymlynu wrth y fframwaith deddfwriaethol ac yn blaenoriaethu gwaith, a chymeradwyo/awdurdodi cau asesiadau/cynlluniau gofal a chontractau. • Lle bo'n briodol, rhoi cymorth a chyngor i weithwyr cymdeithasol, goruchwylio pob achos sy'n mynd gerbron llys, a sicrhau ansawdd yr holl ddogfennau a gyflwynir i lys. • Mynd ati i roi fframwaith rheoli perfformiad y Cyngor ar waith, gan gynnwys goruchwylio ac arfarnu staff yn ffurfiol i sicrhau cydymffurfiaeth ag amcanion a nodau'r Cyngor a'i bolisïau a'i weithdrefnau mewnol. **Cyflawni gweithredol** • Cwrdd yn rheolaidd â'r Rheolwr Tîm i drafod materion gweithredol a materion cynllunio, mynd ati ar y cyd â'r Rheolwr Tîm i reoli adnoddau ac i ddatblygu gwasanaethau a phrosiectau newydd neu rai sy'n bodoli eisoes, ac ysgwyddo cyfrifoldeb dros rai agweddau ar y datblygiadau hynny. • Sicrhau bod anghenion y rheini sy'n defnyddio ein gwasanaethau'n cael eu deall a'u diwallu'n llwyr pan fydd gwasanaethau'n cael eu darparu, eu hyrwyddo a'u gwella. • Cynnal cyfarfodydd Budd Pennaf, a gwneud penderfyniadau fel y'u diffinnir gan y Ddeddf Galluedd Meddyliol. Sicrhau hefyd fod y cyfrifoldeb statudol dros y Trefniadau Amddiffyn Rhyddid yn cael ei fodloni yn y broses asesu. • Gwneud ymholiadau i ymateb i broses gwyno'r Gwasanaeth. • Mynd i fforymau rheoli, proffesiynol a rhanbarthol perthnasol yn ôl y gofyn. • Cynnal, monitro ac adolygu asesiadau risg, ac ymateb yn briodol i unrhyw risgiau a bennwyd. **Safonau ymarfer ac ansawdd** • Sicrhau bod y Tîm yn rhoi'r fethodoleg Arwyddion Diogelwch ar waith yn gyson er mwyn: • cynnal asesiadau a gwneud ymyriadau amserol ar draws teuluoedd a rhwydweithiau, gan ddatblygu, gweithredu, monitro ac adolygu ymyriadau yn ôl y gofyn i fodloni terfynau amser a dyletswyddau statudol perthnasol.

  - cyflawni gwaith sy’n canolbwyntio ar yr unigolyn ac ar ganlyniadau gydag unigolion, teuluoedd, gofalwyr, grwpiau a chymunedau i hybu annibyniaeth, llesiant a chynhwysiant cymdeithasol.
- Ymlynu wrth ddeddfwriaeth a chanllawiau statudol perthnasol, a pholisïau a gweithdrefnau mewnol o ran materion proffesiynol a gweinyddol.
- Ymlynu’n llwyr wrth God Ymarfer Proffesiynol Gofal Cymdeithasol Cymru a Safonau Galwedigaethol Cenedlaethol ar gyfer Gwaith Cymdeithasol.
- Mynd ati i hybu cyfle cyfartal o ran darparu gwasanaethau ac o ran arferion cyflogaeth er mwyn i’r Cyngor gyflawni ei rwymedigaethau moesegol a chyfreithiol fel cyflogwr cyfle cyfartal.
- Mynd ati i hybu diwylliant lle ceir cyfathrebu mewnol ac allanol cadarn i sicrhau bod y gwasanaethau a ddatblygir gennym yn cael eu darparu ar y cyd â dinasyddion, rhanddeiliaid a staff.
- Rhoi atebion creadigol a chydweithredol ar waith sy’n cyflawni’r safonau perfformiad gorau posibl a nodir ym Model Gydol Oes a Llesiant Ceredigion.
- Mynd ati i roi cyngor a chymorth proffesiynol yn fewnol ac yn allanol fel y bo’n briodol, a phennu dewisiadau ar gyfer gweithredu.
- Sicrhau bod pob un o aelodau staff y tîm a’r gwasanaeth yn perfformio at safon uchel, cydnabod perfformiad da, a mynd i’r afael â pherfformiad gwael mewn ffordd gadarnhaol ac effeithiol.
- Hybu llinellau cyfathrebu da o fewn y tîm a chydag asiantaethau eraill yng nghyd-destun gwasanaeth cyfrinachol.
- Hybu ethos o ansawdd ym mhob agwedd ar weithrediadau’r tîm, yn unol â’r fframwaith deddfwriaethol a fframwaith sicrhau ansawdd y Cyngor.
- Defnyddio’r systemau hyfforddi/goruchwylio ac arfarnu, a chymryd rhan ynddynt, yn ôl gofynion y Gwasanaeth.

CYFRIFOLDEBAU CYFFREDINOL

- Cynnal agwedd hyblyg tuag batrwm y gwaith yng ngoleuni anghenion newidiol y gwasanaeth ac amgylchiadau’r gymuned.
- Mynd ati i hybu’r Gymraeg a dewisiadau iaith defnyddwyr y gwasanaeth fel sy’n ofynnol gan Safonau’r Gymraeg a fframwaith Mwy na Geiriau.
- Dangos Datblygiad Proffesiynol Parhaus, gan gynnwys bodloni gofynion Gofal Cymdeithasol Cymru er mwyn cynnal cofrestriad Gweithiwr Cymdeithasol.
- Darparu cefnogaeth gan gyfoed ar gyfer achosion cymhleth, lle bo angen, a chydweithio â gweithwyr cymdeithasol a’u cynorthwyo i baratoi ar gyfer achosion cyfreithiol lle bo angen.
- Cydweithredu a meithrin perthynas waith dda ag Uwch-ymarferwyr a Rheolwyr Tîm ar draws y Model Integredig Gydol Oes a Llesiant; hyrwyddo a chynnal proses o drosglwyddo defnyddwyr y gwasanaeth o’r naill dîm i’r llall yn ddi-dor.
- Bydd disgwyl bod gan ddeiliad y swydd agwedd hyblyg tuag at ddyletswyddau’r swydd. Gall y rhain newid o bryd i’w gilydd, ar ôl trafod â deiliad y swydd, yn ôl anghenion y Gwasanaeth ac yn unol â gradd y swydd.

Manyleb Personol

<table>
<tr><th colspan="4">Hanfodol</th></tr>
<tr><td>Cymwysterau academaidd / proffesiynol / technegol / galwedigaethol</td><td colspan="3">Gradd mewn Gwaith Cymdeithasol neu gymhwyster arall cyfatebol</td></tr>
<tr><td>Sgiliau Cymraeg</td><td>Gwrando/Siarad:
Darllen:
Ysgrifennu</td><td>Lefel 3
Lefel 2
Lefel 2</td><td>Bydd yn ofynnol i ddeiliad y swydd feddu ar y sgiliau Cymraeg a nodir cyn pen dwy flynedd ar ôl ei benodi/phenodi.</td></tr>
<tr><td>Sgiliau Saesneg</td><td>Gwrando/Siarad:
Darllen:
Ysgrifennu</td><td>Lefel 3
Lefel 3
Lefel 3</td><td>Bydd yn ofynnol i ddeiliad y swydd feddu ar y sgiliau Saesneg a nodir pan gaiff ei benodi/phenodi i'r swydd.</td></tr>
<tr><td>Sgiliau ymarferol a phersonol gofynnol</td><td colspan="3">Gwybodaeth ymarferol
• Cofrestriad gyda Gofal Cymdeithasol Cymru
• Rheoli staff i sicrhau bod perfformiad ac ansawdd y gwasanaeth cystal ag y gallant fod yn unol â'r gweithdrefnau Rheoli Perfformiad yn y Gwaith
• Cydweithio â defnyddwyr y gwasanaeth a gofalwyr i asesu ac i ddadansoddi gofynion pobl ag anghenion cymhleth; llunio cynlluniau gofal costeffeithiol y gall fod angen darpariaeth amlasiantaethol i'w rhoi ar waith
• Gwybodaeth am ddeddfwriaeth a rheoliadau allweddol, a dealltwriaeth ohonynt, e.e. Gweithdrefnau Diogelu Cymru, y Ddeddf Galluedd Meddyliol, y Mesur Iechyd Meddwl, y Ddeddf Gwasanaethau Cymdeithasol a Llesiant, Amddifadu o Ryddid / Trefniadau Amddiffyn Rhyddid, a Deddfau Plant, ynghyd â'r codau ymarfer sy'n sail i wasanaethau gofal cymdeithasol
• Gweithio mewn amgylchedd amlddisgyblaethol mewn ffordd agored ond pendant, a chynrychioli'r Gwasanaeth mewn fforymau allanol
• Monitro ac adolygu ansawdd y gwasanaeth a ddarperir; cadw cofnodion cywir

Rhinweddau personol
• Rhywun sy'n cydweithio â'r Rheolwr Tîm, aelodau'r tîm a staff eraill y model Gydol Oes a Llesiant i ddarparu gwasanaeth di-dor
• Rhywun sy'n gweithio'n hyblyg yn wyneb galwadau sy'n newid
• Rhywun sy'n mynd ati i ddatblygu ei sgiliau proffesiynol
• Rhywun sy'n ymrwymo i ddilyn ac i hyrwyddo ffyrdd corfforaethol y Cyngor o weithio ar draws y model Gydol Oes a Llesiant
• Sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig
• Rhywun sy'n gallu gweithio o dan bwysau ac yn unol â therfynau amser tynn</td></tr>
</table>

	• Sgiliau TG ar draws systemau ac offer amrywiol, e.e. cronfa ddata cleientiaid gofal cymdeithasol, e-bost, rhaglenni dysgu ar y Rhyngrwyd, a rhaglenni Microsoft • Rhaid bod gan y sawl a benodir drwydded yrru lawn
Profiad gofynnol	Rhaid bod gan ymgeiswyr: • o leiaf ddwy flynedd o brofiad ar ôl cymhwyso o weithio gydag unigolion ag anghenion gofal a chymorth • profiad o brynu neu o ddarparu gwasanaethau gofal a chymorth o fewn cyllideb a reolir • profiad o negodi ac o gyd-drafod â sefydliadau statudol, gwirfoddol a phreifat • profiad o weithio mewn amgylchedd amlddisgyblaethol • profiad o ddatblygu ac o hyfforddi aelodau staff eraill i ddatblygu eu cymhwysedd proffesiynol • gwybodaeth drylwyr am y ddeddfwriaeth sy'n berthnasol i weithio gydag unigolion a'u teuluoedd, a dealltwriaeth drylwyr o'r ddeddfwriaeth honno
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Hyfforddiant rheoli (Rhaglen Datblygu Arweinwyr Tîm) • Hyfforddiant asesu Budd Pennaf

Dymunol	
Cymwysterau / hyfforddiant	
Sgiliau ymarferol / personol	• Y gallu i weithio gartref yn effeithiol, gan gynnwys band eang cyflym a dibynadwy o ansawdd da

Job Description

Post Name	Senior Practitioner – Planned Care (Children and Young People)
Service	Porth Cynnal
Grade	Grade 11
Job Evaluation Post Ref	JD 1442
Salary	£40,221 - £42,403 pro rata
Job Purpose	To support the Team Manager to deliver a whole family or network approach to assessments and care planning using signs of safety methodology throughout. To work within current legislation and statutory guidelines, as well as Council policies, procedures and practice, in order to assess individual care and support needs safeguard and ensure the provision and review of support services and planned interventions for those who are at risk or vulnerable. To work to ensure quality of service with colleagues in the statutory and independent sector to ensure a multi-agency approach and to empower service-users to speak for themselves whilst ensuring they are safe & protected.
Location	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Team Manager – Planned Care
Supervisory/Managerial Responsibilities	Full supervisory and managerial responsibility for social care staff within the Team
Accountability	
Contractual Terms Associated with the Post	Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post. .
Overview of the Through Age and Wellbeing Integrated Services Model	The Ceredigion Through Age and Wellbeing Integrated Services Model is a new way of meeting people's needs by ensuring that the right people are in place to make the right decisions at the right time. The Through Age and Wellbeing Integrated Services Model will: • be the first point of contact for residents and key partners • design and deliver early prevention and intervention packages bespoke to individuals' needs • decide upon the most appropriate targeted and specialist services to deliver care and support plans in a time-related manner • monitor and evaluate the impact of support •

Duties and Responsibilities

DUTIES

Team Direction & Supervision

- Assist the Team Manager in the delivery of effective and efficient day-to-day operations throughout the team and to deputise for the manager in a pastoral care-taking role during periods of absence.
- Supervise and manage the team's Social Workers, Social Work Assistants and Support Workers
- Ensure client information is correctly recorded and assist the Team Manager in the maintenance and monitoring of office records to ensure high standards of practice are maintained throughout the team, in line with national requirements and Council or Service policies and procedures.
- To chair/attend multi-disciplinary meetings, such as care planning meetings, safeguarding meetings, multi-disciplinary meetings and any other regulatory or service requirements as required.
- Oversee and manage the allocation of cases to appropriate workers for assessment and care co-ordination and key working overseeing the appropriate level of timely action/intervention for each individual referral and ensure statutory timescales are met.
- To monitor and quality assure assessments and Part 4 and Part 6 care and support plans to ensure that the plans are meeting the needs of the individuals within the service
- To manage an agreed level of complex cases
- To provide support and advice to team members, including assessment of caseloads and workloads in order to ensure adherence to the legislative framework, prioritisation of work and to allocate and approve/authorise closure of assessments/care plans and contracts
- Where appropriate, provide support and advice to social workers and oversee all cases within the court arena and quality assure all court documentation
- To engage in the application of the Council's performance management framework that will include the formal supervision and appraisal of staff in order to ensure compliance with the Council's objectives and goals, and its internal policies and procedures.

Operational Delivery

- To regularly meet with the Team Manager to discuss operational and planning issues, and in conjunction with the Team Manager to be involved in the control of resources and development of new and existing services and projects, and take responsibility for some aspects of such developments.
- To ensure that the needs of those accessing our services are fully understood and catered for in the delivery, promotion and improvement of services.
- Undertake Best Interest meetings and decision as defined by the MCA. To also ensure statutory responsibility for Liberty Protection Safeguards (LPS) are met within the assessment process.
- To make enquiries in response to the Service's complaints process.
- To attend relevant management, professional and regional forums as required.
- To undertake, monitor and review risk assessments and respond appropriately to any identified risks

Practice Standards and Quality

- Ensure the Team consistently apply the methodology of the Signs of Safety practice framework to:
    - undertake timely assessments and interventions across families and networks, developing, delivering, monitoring and reviewing interventions as required to meet relevant timescales and statutory duties.

  - deliver person-centred, outcome focused work with individuals, families, carers, groups and communities that promotes independence, wellbeing and social inclusion.

- Adhere to relevant statutory legislation and guidance, and internal policies and procedures in relation to professional and administrative matters.
- Adhere fully to Social Care Wales' Code of Professional Practice and to the National Occupational Standards for Social Work.
- Actively promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer
- Actively promote a culture of strong internal and external communication so that the services we develop are delivered in collaboration with citizens, stakeholders and staff
- Deliver creative and collaborative solutions that achieve the highest possible standards of performance in Ceredigion's Through Age and Wellbeing model
- Provide proactive, professional advice and support both internally and externally as appropriate and identify options for action.
- Ensure high standards of performance of all staff within the team and service, acknowledge good performance and tackle poor performance positively and effectively
- Promote positive lines of communication within the team and with other agencies within the context of a confidential service.
- Promote a quality ethos within all aspects of the team's operations, in line with the legislative and Council's Quality Assurance framework.
- Undertake and participate in training/supervision and appraisal systems as required by the Service.

GENERAL RESPONSIBILITIES

- Maintain a flexible approach to the pattern of work which reflects the changing needs of the service and the circumstances of the community.
- Actively promote the Welsh language and service user language preference as required by the Welsh Language Standards and More than Just Words framework.
- Demonstrate Continuous Professional Development including meeting the requirements of Social Care Wales for continued registration as a Social Worker.
- To provide peer support for complex cases where necessary and co-work/support social workers in the preparation of cases for legal proceedings where necessary.
- Collaborate and develop good working relationships with Senior Practitioners and Team Managers across the Through Age and Wellbeing Integrated Model; promoting & maintaining seamless transition of service users between teams
- The post holder will be expected to adopt a flexible attitude to the duties of the post. These may be varied from time to time following discussions with the post holder and in keeping with the Service's requirements of the post and commensurate with the grade of the post.

Person Specification

<table>
<tr><th colspan="3">Essential</th></tr>
<tr><td>Academic / Professional / Technical / Vocational Qualifications</td><td colspan="2">Degree in social work or other equivalent</td></tr>
<tr><td>Welsh Linguistic Skills</td><td>Listening/Speaking: Level 3
Reading: Level 2
Writing Level 2</td><td>The Welsh linguistic skills noted must be attained within two years of appointment.</td></tr>
<tr><td>English Linguistic Skills</td><td>Listening/Speaking: Level 3
Reading: Level 3
Writing Level 3</td><td>The English linguistic skills noted are required on appointment.</td></tr>
<tr><td>Required practical and personal skills</td><td colspan="2">Practical Knowledge
Registration with Social Care Wales
Managing staff to produce optimum performance and quality of service in line with Managing Performance at Work procedures.
Working with service users and carers to assess and analyse requirements of people with complex needs; developing cost effective care plans that may require multi agency service provision.
Knowledge and understanding of key legislation and Regulations, e.g. Wales Safeguarding Procedures, Mental Capacity Act, Mental Health Measure, SSWBA, Deprivation of Liberty/ Liberty Protection Safeguards, and Children’s Acts as well as the codes of practice underpinning social care services
Working within a multi-disciplinary setting with an open but assertive manner and representing the Service at external forums
Monitoring and reviewing the quality of service provision; maintaining accurate records
Personal Attributes
Works collaboratively with the Team Manager, team members and other Through Age and Wellbeing model staff to provide a seamless service.
Works flexibly in response to changing demands
Proactively develops professional skills
A commitment to following and promoting the Council’s corporate ways of working across the Through Age and Wellbeing model
Good verbal and written communication skills
Ability to work under pressure and to tight deadlines
IT skills across a range of systems and tools, e.g. social care client database, e-mail, internet based learning programs and Microsoft applications.
Must hold a full driving licence</td></tr>
<tr><td>Required Experience</td><td colspan="2">Candidates must have:
at least 2 years post-qualifying experience working with individuals with care and support needs.
experience of purchasing or providing care and support services within a managed budget</td></tr>
</table>

	• experience of negotiating and liaising with statutory, voluntary and private organisations. • experience of working within a multi-disciplinary setting. • experience of developing and coaching other staff in order to develop their professional competence. • a thorough knowledge and understanding of legislation relevant to work with individuals and their carers.
Training/education required to be undertaken for the post/worked towards	• Management Training (TMDP) • Best Interest Assessment Training

Desirable	
Qualifications / Training	
Practical / Personal Skills	• The ability to work effectively from home, including good quality reliable broadband speed