



Advanced Practitioner - Continuing Health Care (CHC)

Reports to:	Team Manager		
Department:	Adult Social Care	Grade:	PO3
DBS Status:	Enhanced and Barred (Adults)	Politically restricted:	No
Job Purpose:			
<ul style="list-style-type: none"> To provide a high quality and effective Social Work service to respond to the needs of Adults and their families in a timely manner and within statutory guidelines, Directorate policies, standards and guidelines. To provide advice/guidance to members of the team, manage and monitor a workload of complex cases as directed and organise work activities taking into account the need to prioritise tasks and responsibilities, ensuring effective risk assessments, completion of Decision support tool (DST) meetings and appropriate provision of support plans to meet identified eligible needs. 			
Values			
<p>Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.</p>			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> To carry out needs led assessments within the guidelines of the Care Act 2014 of service users and their carers and to manage on a time limited or long term basis and meet performance targets. Carry a caseload of Service Users (SUs) that have significant health issues and have a need for Continuing Health Care (CHC) Attend Decision Support Tool (DST) meetings with Integrated Care Board (ICB) colleagues, SUs and their families and representative to determine SU's eligibility for CHC. Attend review meetings with ICB colleagues for CHC, Joint and Funded Nursing Care Funded Nursing Care (FNC) packages of care When CHC Funded has ended; to identify appropriate services to meet appropriate need and negotiate contracts with providers. Update Mosaic – end service when SU is awarded CHC/complete funding requests when SU is no longer eligible for full CHC - ensure DSTs and ratification sheets are uploaded in a timely fashion. Keep a spreadsheet to evidence cases discussed at Panel and savings made when cases are funded by ICB. Request/support colleagues to request for Fast Track applications to be made for SUs with a 'rapidly deteriorating condition that may be entering a terminal phase' so these SUs can access NHS Continuing Healthcare with minimum delay Attend CHC panel on a weekly basis and keep a good record of outcomes under case notes and upload all relevant documentation. Challenge/support colleagues to challenge CHC eligibility decisions made by Brent and other ICBs in a constructive/professional manner. 			

11. Provide/support colleagues to provide SUs with the public information leaflet which explains the CHC process and what to do if unhappy at any stage of the process.
12. Provide advice to families about the Local Resolution Panel (LRP) when required LRP & Independent Review Panels (IRP).
13. Attend CHC leads meeting and feedback any useful information.
14. Access relevant resources to develop knowledge.
15. Keep a spreadsheet of CHC funded clients and ensure teams are given ample time to commence assessments.
16. To undertake service development tasks as appropriate.
17. To autonomously manage a case load of CHC complex cases under direction of the line manager
18. To lead for the department as a team champion offering advice and guidance to other social care staff in regard to CHC.
19. To be an effective role model of good practice within your professional discipline.
20. To facilitate and undertake timely comprehensive risk assessment of adults and carers and to carry a complex caseload involving multi-disciplinary work. This includes Court of Protection work.
21. To undertake specific tasks for absent colleagues on cases requiring action under the direction of a team manager.
22. To undertake student supervision and to be active student practice educator.
23. To take responsibility for updating specialist knowledge in a relevant area, developing practice, creating and updating information systems.
24. To represent the Department on working groups or liaison meetings involving Health, Housing and other agencies.
25. To contribute to local and departmental training on practice issues in line with departmental policies and procedures
26. To maintain accurate records, including using IT records.
27. To provide high quality services which are cost-effective and appropriate to the specific needs of adults and their carers.
28. To be responsible for professional decisions within the Department's quality assurance framework and in relation to specific procedural guidelines.
29. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
30. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Professional qualification in Social work and full registered membership with Social Work England.
2. Knowledge of the Care Act 2014 and other statutory instruments, policies, procedures and issues relevant to adult social care, health and NHS Continuing Health Care
3. Knowledge of social care theories and values, and how to apply these in practice
4. Thorough understanding of issues relating to people with Continuing Health Care needs, care and support needs and their carers

Experience

5. Experience of undertaking Decision support tool (DST) assessments and understanding the Continuing Health Care (CHC) Process.

6. Experience in assessing mental capacity and making best interest decisions in line with the Mental Capacity Act 2005
7. Experience of working in a multi-disciplinary settings especially with Integrated Care Board and Health Colleagues as a team player
8. If Social Work qualified, experience of undertaking safeguarding adult enquiries (essential)
9. Experience in responding to public and other agencies by telephone, correspondence, and direct contact in order to provide a service within departmental priorities and timescales.
10. Experience of chairing meetings, where appropriate, under direction of a team manager ; this will involve leading training on CHC.
11. Experience of supporting individuals through change, problem solving and decision making (essential)
12. Experience of using strengths based practice to achieve the best outcomes for service users
13. Knowledge and experience of computerisation including assessment processes
14. Experience of managing change, problem solving and decision making
15. Understanding of and commitment to the implementation of Equal Opportunities and Client Care Policy in all aspects of work
16. Understanding of and commitment to the implementation of the Council's Customer Care policy

Skills and Abilities

17. To communicate verbally and in writing, including the ability to write coherent comprehensive and up to date records, demonstrate file management skills inline with all policy requirements.
18. The ability and willingness to use a computerised client database and word processing package (including e-mail).
19. The ability to work autonomously and maintain accountability while using line management supervision appropriately.
20. Ability to work positively as a member of the team both with Social Services and with other agencies especially ICB colleagues
21. Ability to be able to respond positively to supervision and training
22. Ability to carry out comprehensive assessments of need and risk of adults and their carers within agreed timescales and implement and review written support plans, successfully demonstrating clear knowledge and understanding of legislative, policy and practice issues.
23. Ability to put together Care packages and support Plans to respond to complex needs including monitoring and reviewing to prioritise and manage own work process and to work under pressure
24. Ability to manage stress and conflict
25. Ability to produce information and reports Demonstrate the ability to manage and prioritise a complex workload, to work under pressure, occasionally to include out of office hours, and the ability and willingness to take on additional responsibilities in order to achieve and maintain the agreed timescales.
26. Ability to advocate for and empathise with service users and provide a professional and customer focused service at all times.
27. Demonstrate the potential to develop mentoring skills and contribute to the development of the team. This includes supporting colleagues with their CHC applications and give constructive feedback and liaise with Brent ICB and other local authorities on their behalf.
28. Demonstrate the liaison, communication and presentation skills necessary to represent the service/department in multi-agency forums.

29. Develop good working relations with Integrated Care Board (ICB) Colleagues and strive to work collaboratively with Brent and other ICB's whilst maintaining a good working relationship
30. Support colleagues to develop their knowledge and skills of the CHC process through informal training, e-learning and formal training commissioned by the Local Authority. Be proactive to keep colleagues posted about CHC developments at team meetings.
31. Professional curiosity and ability to skilfully challenge unfair practice/ eligibility decisions.

Budget Responsibility and Overall Headcount - None

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs