



Job Profile comprising Job Description and Person Specification

Job Title: Best Interest Assessor	Grade: PO2
Section: Prevention, Early Intervention and Professional Standards	Department: Adult Social Services
Responsible to following manager: MCA and DoLS Manager	Responsible for following staff: N/A
Post Number/s:	Last review date: November 2016

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

In addition to abiding by the standards set down by the Health & Care Professions Council (HCPC) Best Interest Assessors are responsible for undertaking Statutory Best Interest Assessments in compliance with the Deprivation of Liberty Safeguards (DoLS) as required by the Mental Capacity Act (MCA) and the national codes of practice in compliance with case law from the Supreme Court and Court of Protection in relation to deprivation of liberty. It will ensure all relevant assessments and related documentation are completed to a high standard. Best Interest Assessors play a key role in protecting vulnerable adults from unlawful deprivation of liberty.

Specific Duties and Responsibilities

1. To undertake holistic and effective Best Interest Assessments in accordance with the requirements of the Mental Capacity Act, informed by the Deprivation of Liberty Code of Practice and emerging case law.



2. Coordinate the process of DoLS assessment from prioritisation of referrals, completion of assessments, identification of an appropriate level of authoriser in order that completed assessments are presented to the Supervisory Body within agreed timescales. The key assessments include Mental Capacity, Age, No Refusals and Best Interest assessments which need to be in compliance with MCA and codes of practice, as well as national and local guidance.
3. Liaise with Mental Health and Eligibility Assessors taking account of their views before completing the assessment and final documentation.
4. Adopt an effective partnership approach with vulnerable adults, their families, involved professional, Independent Mental Capacity Advocates, Managing Authorities and Mental Health Assessors.
5. To interpret the guidance on the instruction of Independent Mental Capacity Advocates (IMCA) and Paid Relevant Person's Representatives (PRPR) and identify and inform the supervisory body of the need to instruct either or both of these roles where necessary.
6. To act as a representative of the Directorate in its statutory functions in court proceedings, as required, and with partner agencies. In liaison with legal services prepare statements for Court of Protection in MCA DoLS applications.
7. To produce and maintain timely and comprehensive records in relation to assessments and all activity. In particular, to provide the Supervisory Body with assessments which are clearly written, provide robust evidence and analysis about how the conclusions were reached and are unambiguous about whether there is a deprivation of liberty and whether this should be authorised.
8. To provide advice, information and guidance to service users, representatives and Managing Authorities, ensuring that all documentation is effectively recorded and stored.
9. To function as a specialist professional resource on MCA, providing advice and support to colleagues within Adult Social Services including mental health, learning disability, safeguarding adults, transitions, older people's and Physical Disabilities teams and to provide professional advice to other areas of the council and partners where MCA DoLS is relevant, including children's services, housing and commissioning.
10. To apply social care ethical principles and values to guide professional practice and respect diversity and apply critical reflection and analysis to inform professional decisions and use supervision to promote continuous professional development
11. To ensure that information is recorded consistently, accurately and meets statutory timescales. To ensure that service user confidentiality is maintained and that information is shared with the service user, their representatives and with managing authorities in accordance with the Councils Data Protection requirements.



Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.
- To advise and support managers on the relevant matters affecting the service and to contribute as required to change programmes within the service
- To support ways of working that ensure that residents and stakeholders are actively engaged in the future of the service and are able to influence decision making
- To work in ways that develops good working relations and collaborative arrangements with internal and external stakeholders.

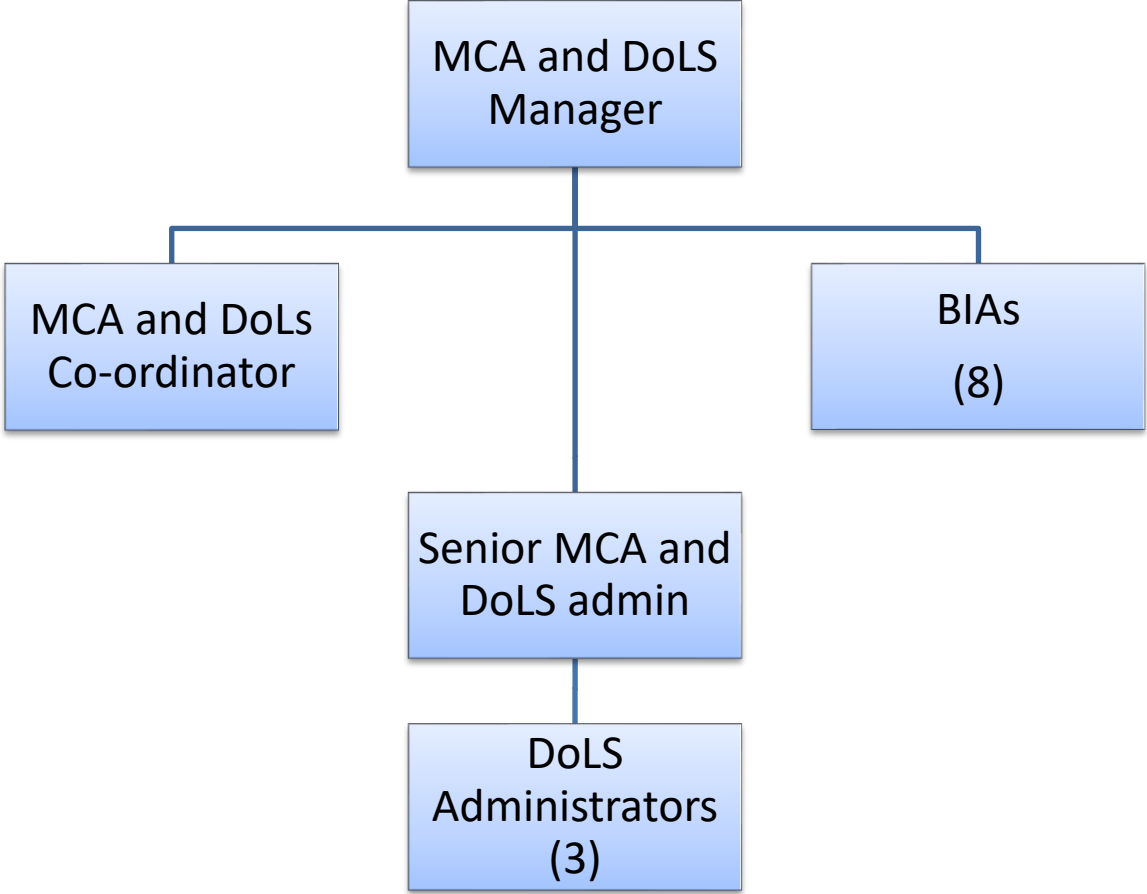
Additional Information

By law BIAs must be social workers, nurses, occupational therapists or psychologists with two years' post-qualifying experience, who have completed an approved BIA course, had refresher training in the previous 12 months, have knowledge of the Mental Capacity Act 2005 and its code of practice, and possess sufficient record-keeping, report-writing skills and analysis skills. The professional responsibilities of the post holder are similar to those of social workers and Occupational Therapists who have completed 2 years post qualifying working.





Current team structure





Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
1. In-depth knowledge and understanding of MCA, DoLS and other relevant legislation and statutory guidance, including Mental Health Act 1983 (amended 2007), Care Act 2014 and Local Authority statutory responsibilities.	A, I
2. Knowledge and understanding of the MCA and the MCA Codes of	A, I

Practice and of the philosophies underpinning MCA work including a good understanding of human rights approaches to this work.	
3. Current knowledge of national, regional and local developments related to Mental Capacity work and connected areas.	A,I
Experience	
4. At least two years post qualifying experience in a statutory setting working with older people and/or adults with a physical disability or sensory impairment and/or with adults with acute or chronic health care needs and/or with adults with learning disabilities <u>and</u> with carers.	A, I
5. Experience of cases involving resolution of complex legal and professional issues affecting the care or legal status of individuals via courts, adult safeguarding processes and other formal processes or meetings.	A, I
6. Ability to undertake a Best Interest Assessment in compliance with the MCA and relevant Codes of Practice.	I
7. Ability to demonstrate effective decision making involving all relevant partners in order to achieve best outcomes for service users and their carers.	A, I
Skills	
8. The ability to work in a manner congruent with the presumption of capacity and to take all practical steps to help someone make a decision, balancing a person's right to autonomy and self-determination with their right to safety, and to respond proportionately.	A,I
9. The ability to make informed, independent best-interest decisions which are autonomous professional decisions, concerning the restriction of personal liberty and/or involving significant infringements of private and family life within the context of a DoLS assessment.	A,I
10. Effective written and verbal communication and recording skills with the ability to demonstrate sound professional development.	A, I,
11. The ability to effectively manage time and complex, completing demands in a high pressured environment.	A, I



12. The ability to effectively use supervision to reflect on practice and contribute towards professional development.	A, I
13. IT skills and keyboard skills in order to be proficient in the use of Outlook, Word and client database systems.	A, T
Qualifications	
14. A recognised professional qualification (e.g. social work qualification, nursing or other qualification and registration with an appropriate body (e.g. Health and Care professions Council) and at least 2 years post qualifying professional practice experience.	A
15. Completed relevant Best Interest Assessor training and annual update training.	A

A – Application form

I – Interview

T – Test

C - Certificate