**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Deprivation of Liberty (DOLS) Facilitator | **Grade**: Scale 6 |
| **Section:**  Commissioning and Quality Standards | **Directorate:**  Adult Social Care & Public Health |
| **Responsible to following manager:**  Senior LPS Facilitator | **Responsible for following staff:**  N/A |
| **Post Number/s:**  RWADOL1  RWADOL2  RWADOL3  RWADOLS2 | **Last Review Date:**  November 2019 |

**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:**

To provide helpful and responsive facilitation service for all applications for authorisation of Deprivation of Liberty Safeguards (DOLS). The processing of applications should be done accurately, efficiently in order to support the council in discharging its statutory duty in terms of the Mental Capacity Act. The role will work closely with a range of partners and support the effective processing of DOLS applications.

**Specific Duties and Responsibilities:**

1. To receive, record and process applications for authorisations for deprivation of liberty safeguards using the Councils Electronic Social Care recording system (Mosaic), in compliance with the agreed process.
2. To liaise with partner organisations making applications for authorisation of DOLS to ensure that all appropriate information is received and accurately recorded. To provide feedback to all referrers on the outcome of their referrals and to maintain records of these communications. To provide accurate advice and guidance in relation to DOLS processes and best practice.
3. To source and maintain a list of authorised Best Interest Assessors and Section 12 doctors and to undertake necessary checks for safe recruitment e.g. verification of identify and qualifications.
4. To triage all applications and determine priority and urgency; consulting with managers when necessary.
5. To allocate DOLS assessments to the appropriate professionals within agreed timescales and monitor completion of assessments to ensure compliance with agreed timescales. To advise managers when work is not completed within agreed timescales.
6. To verify work has been satisfactorily completed and use the Council’s financial system to raise purchase orders and validate and manage payment of invoices for those orders, ensuring that standing financial instructions are adhered to in the ordering of and payment for services. Also, to keep records of the work commissioned to support accurate budget management within the service
7. To support the performance and monitoring requirements of the team; e.g. validation audits which feed into the annual HSCIC returns, Hospital referral statistics etc.
8. To develop and maintain positive relationships with partners, service users and members of the public with regard to DOLS applications and authorisations.
9. To collate relevant information and documentation for managers with regard to preparation for cases referred to the Court of Protection.
10. To support the Senior DOLS Facilitator and work with colleagues in the development and maintenance of administrative processes, procedures and systems.
11. To liaise with our Council departments, other London boroughs, and external agencies as required.
12. To deputise for the Senior DOLS Facilitator as required.
13. To perform any other duties which are consistent with the role arising from legislation, policy or organisational change.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Richmond and Wandsworth.
* 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.

**Additional Information**

* Currently based in Wandsworth however, the post involves travel across the boroughs of Richmond and Wandsworth and beyond; and requires the flexibility to work outside usual hours when necessary to fulfil the role.

**Current team structure**

**Person Specification**

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| **Job Title:**  Deprivation of Liberty (DOLS) Facilitator | **Grade**: Scale 6 to SO1 |
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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.

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| **Requirements** | **Assessed by A & I/T/C** |
| **Knowledge** | |
| 1. Knowledge of working to support complex statutory processes to achieve the best outcomes for people | A and I |
| 1. Knowledge of data protection and of how to work in a confidential manner. | A and I |
| 1. Understanding of equalities legislation and how it impacts on the role | A & I |
| **Experience** | |
| 1. Experience of using networked computer systems, different electronic devices (e.g. mobile, laptop etc) and proficiency in using a variety of software programme including Microsoft office applications such as outlook, SharePoint, word and excel. | A & T |
| 1. Competency in general administration tasks such as data input, recording of information and managing databases, locating files, liaison with other teams, answering telephone enquiries and implementing and working effectively with procedures/systems. Demonstrate attention to detail and accuracy and the ability to identify anomalies or exceptions. | A, I & T |
| 1. Experience of communicating effectively and sensitively with colleagues in other internal and external directorates, and independent and voluntary organisations, both orally and in writing. | I |
| **Skills** | |
| 1. Ability to work effectively as part of a team and with other professional groups, providing effective administration to support the operation of the service. | A & I |
| 1. Ability to work on own initiative and to work effectively with supervision, to organise and prioritise own tasks within a busy environment, managing a varied and demanding workload with competing priorities. | A & I |
| 1. Ability to develop appropriate administrative systems and procedures and train others in their use e.g. creation of a new filing system, IT database or spreadsheet | A & I |
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| **Qualifications** | |
| GCSE demonstrating literacy and numeracy. | A |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**