

# Job description

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|----------------------------------|-------------------------|
| <b>Job title:</b>                | Best Interests Assessor |
| <b>Grade:</b>                    | Grade 11 + 3 LMIs*      |
| <b>Job evaluation reference:</b> | HS435                   |
| <b>Job family:</b>               | Health and Social Care  |

## Purpose and impact

1. To ensure that referrals made under the Deprivation of Liberty Safeguards are dealt with within the appropriate timescales.
2. To undertake assessments as part of the Deprivation of Liberty Safeguards.
3. To provide advice & support to health & social care services across Dorset.
4. To assist the team Manager in raising awareness of the Mental Capacity Act and encouraging its effective use in health and social care settings.

## Key responsibilities

5. To undertake assessments under the Deprivation of Liberty Safeguards.
6. To undertake specialist Capacity Assessments.
7. To work collaboratively within the Directorate, with statutory agencies, voluntary groups and private sector organisations; and to take on specific liaison roles in consultation with the Team Manager.
8. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
9. To provide specialist professional advice to a wide range of health & social care professionals, service users, their carers and the general public.
10. To assist with staff development, including contributing to the team's training plans and undertaking training as required.
11. To keep the Team Manager informed of any issues that have implications for service development and the service standards for the Directorate.
12. To undertake joint work with colleagues within the Directorate and with colleagues from other agencies as necessary.
13. To attend training as required to maintain skills and knowledge.
14. To participate in team duties and referral taking systems as required.
15. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Supervision and management

**Reporting to:** The post holder will be line managed by the Mental Capacity Act Manager

**Responsibility for:** While not line managing staff, the post holder will be expected to act as a mentor by overseeing specific pieces of work undertaken by other assessors. Providing advice, guidance and professional feedback on their work in order to ensure consistency and quality control of assessment report.



## Other factors

### Knowledge and Skills

16. Professional registration as a social worker, nurse, occupational therapist or psychologist.
17. Qualification as a Best Interests Assessor under the Deprivation of Liberty Safeguards.
18. Comprehensive knowledge of the Mental Capacity act and the Deprivation of Liberty Safeguards, as well as associated legislation (such as the Care Act, Mental Health Act, etc).
19. Significant post-qualifying experience.
20. High levels of communication & negotiation skills.
21. Ability to set targets and prioritise work within statutory deadlines.
22. Ability to use Information Technology.
23. Ability to communicate effectively with people who may have cognitive and/or communication difficulties and their carers.
24. Ability to produce accurate, concise and high quality reports.

### Working Environment

25. Driving from office base to locations across the County and, sometimes, beyond.
26. Working with service users and their families who may be emotionally distressed and have the potential to become verbally or physically aggressive.
27. Undertaking lone visits to a range of locations, including to service users and their families in their own homes.
28. Transportation of small items of equipment as required.

### Work Demands

29. While the post is mainly based around standard office hours, Monday to Friday, there may be times when assessments may need to be undertaken outside of these times.

### Labour Market Increments

*\*Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).*

### Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

| <b>Qualifications, training or registrations</b><br>Required by law or essential to the performance of the role or both                  | <b>Assessed through:</b>                    |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1. Registration as a Social Worker, Nurse, Occupational Therapist or Psychologist                                                        | Application form                            |
| 2. Qualified to act as a Best Interests Assessor for the Deprivation of Liberty Safeguards                                               | Application form                            |
| <b>Experience</b>                                                                                                                        |                                             |
| 3. Significant experience of working in a professional capacity within an adult health & social care setting                             | Application form                            |
| 4. Experience of working with people who have difficulty communicating                                                                   | Application form                            |
| 5. Experience of managing risk in complex situations                                                                                     | Application form                            |
| 6. Experience of undertaking Best Interests Assessments as part of the DoLS procedures                                                   | Application form                            |
| 7. Experience of producing accurate, concise reports to a high standard                                                                  | Application form                            |
| 8. Experience of using IT systems, including Microsoft Office, e-mail and the Internet                                                   | Application form                            |
| 9. Experience of dealing with complex and contentious situations where agreement may not be achievable                                   | Application form                            |
| <b>Knowledge</b>                                                                                                                         |                                             |
| 10. Comprehensive understanding of the Mental Capacity Act and the Deprivation of Liberty Safeguards (DoLS)                              | Application form<br>Interview<br>Assessment |
| 11. A good working knowledge of associated legislation (such as the Mental Health Act, Human Rights Act, Care Act, etc)                  | Application form<br>Interview<br>Assessment |
| 12. An understanding of the role of the SW/Nurse/OT/Psychologist in a Local Authority setting                                            | Application form<br>Interview<br>Assessment |
| 13. An awareness of the multi-agency context in which the Mental Capacity act Team operates                                              | Application form<br>Interview<br>Assessment |
| 14. A full understanding of anti-discriminatory and diversity issues                                                                     | Application form<br>Interview<br>Assessment |
| 15. An understanding of long-term conditions, such as Learning Disabilities and Dementia, that might impact on a person's capacity       | Application form<br>Interview<br>Assessment |
| 16. A good awareness of community resources and the alternatives to residential care available in Dorset – and how these can be accessed | Application form<br>Interview<br>Assessment |



| <b>Skills and abilities</b>                                                                                       |                      |
|-------------------------------------------------------------------------------------------------------------------|----------------------|
| 17. Effective communication skills, both orally and in writing                                                    | Interview Assessment |
| 18. Good assessment skills                                                                                        | Interview Assessment |
| 19. Well developed negotiation and mediation skills                                                               | Interview Assessment |
| 20. Being able to be creative, innovative and tenacious                                                           | Interview Assessment |
| 21. Ability to prioritise competing demands, often at short notice                                                | Interview Assessment |
| 22. Ability to remain calm and work under pressure                                                                | Interview Assessment |
| 23. The ability to give clear, evidence-based advice to a range of people, both within Dorset Council and outside | Interview Assessment |
| <b>Our values</b>                                                                                                 |                      |
| 24. Respect                                                                                                       | Interview Assessment |
| 25. Together                                                                                                      | Interview Assessment |
| 26. Accountability                                                                                                | Interview Assessment |
| 27. Openness                                                                                                      | Interview Assessment |
| 28. Curiosity                                                                                                     | Interview Assessment |
| <b>Other</b>                                                                                                      |                      |
| 29. Ability to fulfil the travel requirements of the role                                                         | Application form     |

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

| <b>Qualifications, training or registrations</b>                                                                             | <b>Assessed through:</b>                    |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 30. Certificate in training                                                                                                  | Application form                            |
| <b>Experience</b>                                                                                                            |                                             |
| 31. Experience of adult protection issues                                                                                    | Application form                            |
| 32. Experience of providing advice and information to professional staff, Service Users, their carers and the general public | Application form                            |
| 33. Experience of delivering training                                                                                        | Application form                            |
| <b>Knowledge</b>                                                                                                             |                                             |
| 34. Knowledge of Dorset Council policy and procedure in relation to the DoLS                                                 | Application form<br>Interview<br>Assessment |
| 35. A good working knowledge of IT systems, including Windows based systems                                                  | Application form<br>Interview<br>Assessment |



|                                                                                                   |                                             |
|---------------------------------------------------------------------------------------------------|---------------------------------------------|
| 36. An understanding of the Court of Protection and how it impacts on the DoLS process            | Application form<br>Interview<br>Assessment |
| 37. A knowledge of advocacy services available in Dorset                                          | Application form<br>Interview<br>Assessment |
| <b>Skills and abilities</b>                                                                       |                                             |
| 38. The ability to use alternative communication techniques (such as Makaton, sign-language, etc) | Interview<br>Assessment                     |

## Approval

Manager's job title: Mental Capacity Act Manager

Date: January 2015

