



Cumberland Council

Post Specification

Date	January 2023
PG Number	6725
Post Title	Deprivation of Liberty Safeguards (DoLS) Coordinator
Job Family	Business Support
Job Family Role Profile	BS8
Final Grade	Grade 8

To be read in conjunction with the job family role profile

Service Area description

Cumbria County Council is the supervisory body for Deprivation of Liberty Safeguards (DOLS) and is responsible for considering requests for authorisations, commissioning the required assessments and, where all the assessments agree, authorising the deprivation of liberty in line with the Mental Capacity Act 2005 Code of Practice and Deprivation of Liberty Safeguards Code of Practice.

DOLS provide legal protection for those vulnerable people, who are, or may become, deprived of their liberty in a hospital or care home. DOLS mean that a 'managing authority' (i.e. care home or hospital) must seek authorisation from a 'supervisory body' in order to lawfully deprive someone of their liberty who has a mental disorder and lacks capacity.

Purpose of this post

The purpose of this post is to coordinate the Deprivation of Liberty Safeguards service, including handling of request for authorisations, commissioning the required assessments and providing advice and support to managing authorities, to ensure Cumbria County Council is fulfilling the role of supervisory body in line with statutory requirements and ensuring that the rights of vulnerable people are protected.

Key job specific accountabilities

1. Receive and coordinate all applications for Deprivation of Liberty Safeguards, consider whether it is a valid and appropriate application and process applications in line with the DOLS Code of Practice, communicating with the managing authority and/or eligible person the outcome of the application and taking steps to resolve any issues or queries.
2. Ensure the necessary assessments are commissioned from Mental Health Assessors (MHAs) and Best Interest Assessors based within the County Council and NHS Trusts, and where necessary source and spot contract with independent Assessors for out-of-county assessments in line with County Council contracting and financial procedures.
3. Quality assure referrals and assessments to ensure that they meet the statutory requirements and provide guidance and support to managing authorities and assessors where quality issues are identified.
4. Develop, maintain and review systems that monitor the progress of applications and assessments, provide the necessary performance information for both internal and external reporting e.g. Cumbria Adult Safeguarding Board and national returns and, where necessary, take appropriate steps to address performance issues.

5. On behalf of the supervisory body monitor and manage processes with Managing Authorities ensuring timely reminders for renewals are issued within the statutory timeframes.
6. Receive information and reports from statutory and non-statutory providers in relation to DoLS applications. Monitor recommendations ensuring escalation where appropriate.
7. Contribute to service improvement by using intelligence gathered from quality assurance, performance monitoring and feedback from stakeholders to identify trends, examples of best practice and areas of risk to ensure that the Council provides a quality service for customers and meets its statutory duties.
8. Provide budget monitoring support to ensure there is an audit trail of payments made for commissioned services to ensure expenditure remains within agreed budget in line with Corporate policy guidelines and practices.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Delegated responsibility for the day to day monitoring on behalf of DoLS Manager.
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • None

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ 3 or 4 or equivalent experience or knowledge in the relevant work area
- Knowledge of mental health services and/or social care, Mental Capacity Act and Deprivation of Liberty Safeguards
- Experience in dealing with a range of internal and external stakeholders and confident in providing advice
- Excellent communication and customer service skills
- Proven experience in a demanding role working with a range of IT systems/packages
- Ability to manage own and other's workloads to ensure work is prioritised appropriately
- Ability to analyse information and data to identify trends, risks and areas for improvement
- Experience of devising, implementing, monitoring and maintaining accurate systems and processes
- Experience of successful budget monitoring
- Experience of developing and monitoring service performance.
- Knowledge of complex and diverse processes, procedures and systems within a business support environment

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Adults

Job working circumstances

Emotional Demands	
Physical Demands	
Working Conditions	

Other Factors

Corporate Standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its' policies and procedures.
- Work within the requirements of the Councils' Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.