



# Cumberland Council

## Post Specification

<b>Date</b>	January 2023
<b>PG Number</b>	1535
<b>Post Title</b>	Supervisor DMH Services
<b>Job Family</b>	People Care and Development
<b>Job Family Role Profile</b>	PCD10i
<b>Final Grade</b>	Grade 11

To be read in conjunction with the job family role profile

<b>Service Area description</b>	
Provider Services	
<b>Purpose of this post</b>	
To support the Service Manager in planning, co-ordinating and delivering quality services to people with disabilities and mental health problems, by organising and supervising staff and services within establishments, maximising opportunity for service users that promote their independence and integration within the local community.	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"><li>1. Provide positive leadership to staff ensuring that day to day services of high quality are delivered to users, ensuring that staff are supervised, regularly appraised, trained and developed to their full potential as individuals and as members of a team.</li><li>2. Monitor the service to ensure care plans are developed, followed and reviewed to improve the service and meet the needs of the user, including enhancing their relationships with the local community.</li><li>3. Ensure accurate financial (budgetary/user accounts) and service user records are maintained in accordance with all County Council policies and procedures.</li><li>4. You are responsible for your own health and safety and that of other people in the course of your work and are expected to take any necessary/appropriate action to ensure this. You will co-operate with your employer to ensure that health and safety requirements are fully met.</li><li>5. Any other duties as directed by the Service Manager.</li></ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	•
<b>Staff Management Responsibilities</b>	•
<b>Other</b>	•
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"><li>• Care planning/risk assessment</li><li>• Willing to undertake training</li><li>• DipSW/CQSW/CSS/RNMH (Desirable)</li><li>• NVQ Level 3 in care (Desirable)</li><li>• Counselling (Desirable)</li><li>• Qualification in supervisory management (Desirable)</li><li>• Recent experience of working with learning/physical disabilities/mental health services</li></ul>	

- Experience of staff supervision
- Knowledge and experience of undertaking appraisal (Desirable)
- Understanding of care in the community legislation
- Knowledge of budget management (Desirable)
- Good communication skills
- Good organisational skills
- Effective leadership skills
- Awareness of and ability to promote rights of people with a disability
- Knowledge of the need/techniques to deploy scarce resources to maximise effectiveness
- Persona Team Working - An ability to work in a team environment, working together to develop and continually improve the service
- Flexibility - A willingness to be flexible to support changing requirements of customers
- Customer Care - strong customer focus and a desire to deliver a quality service

Personal planning and skills development (Desirable)

### **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

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