| Role Structure | Role Details |
| --- | --- |
| Directorate: | Community Wellbeing |
| Grade: | HC08 |
| Location: | Home with office once a week |
| Responsible to: | AMHP, DoLS & EDT Services Manager |

# Job Description

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| Job Role: Best Interests Assessor |
| Service: Deprivation of Liberty Safeguards Team |

## Main purpose of the role

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| To undertake the statutory functions of Herefordshire Council arising from the Mental Capacity Act and Deprivation of Liberty Safeguards. To co-ordinate the DoLS assessment process and carry out high quality Mental Capacity and Best Interests Assessments and reviews under the DoLS legislation within statutory timescales, across a range of service user groups and locations. |
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| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * To demonstrate knowledge of and practice within the context of Deprivation of Liberty Safeguards 2007, Mental Capacity Act 2005, Mental Health Act 1983 (amended 2007), Human Rights Act 1998, Care Act 2014 and national policy guidance. | * Daily |
| * Undertake statutory Mental Capacity and Best Interests Assessments in line with the Deprivation of Liberty Safeguards for residents within hospitals or care homes throughout Herefordshire and on occasion, other Herefordshire residents placed out of county. | * Daily |
| * Assess mental capacity, identify if the person has made an advance decision or has a Lasting Power of Attorney in place. | * Daily |
| * Identify if care plans amount to a Deprivation of Liberty as defined by the legislation and case law. | * Daily |
| * Assess if the care plan and the restrictions placed upon them are in the person’s best interests, through consultation with those involved in a Best Interests Assessment, including all significant parties: family, friends, those involved in the person’s care, IMCA, Advocate, Representative, Attorney or Deputy, Managing Authority. | * Daily |
| * Assert a best interest perspective and make properly informed independent decisions. | * Daily |
| * Obtain, evaluate and analyse complex evidence and differing views and weigh them appropriately in decision making. | * Daily |
| * Make appropriate recommendations regarding the appointment of Relevant Persons Representatives in line with regulations and case law. | * Daily |
| * Produce high quality, clear and reasoned reports in accordance with legal requirements. | * Daily |
| * Made a decision about conditions that need to be included in any authorisations that they are recommending the Supervisory Body should make. | * Daily |
| * Maintain professional knowledge and skills in relation to the MCA and DoLS through attendance at annual update training in line with statutory requirements and keeping up to date with relevant case law. | * Monthly |
| * Record assessments and accurate case records onto the department’s electronic data systems. | * Daily |
| * Offer advice and information with regards to The Mental Capacity Act and Deprivation of Liberty issues to other BIAs and other professionals across the directorate and external partners as required. | * Daily |
| * Act as a role model for continuing professional and technical development. This may include acting as an assessor for those undertaking BIA training. | * Daily |
| * Contribute to the development of the team and service plans. | * Monthly |
| * Attend monthly supervision sessions and team meetings and bi-monthly DoLS forums. | * Monthly |
| * Support the Supervisory Body with the authorisation process | * Monthly |
| * Support the Supervisory Body with undertaking conditions checks and the full equivalent assessment process | * Weekly |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Best Interests Assessor qualification | Essential | A |
| * Professional qualification (Social Work, Occupational Therapist, Psychologist, Nurse) | Essential | A |
| * Update training since qualifying. | Desirable | A, I |
| * Safeguarding Training | Desirable | A, I |
| **Experience & Knowledge** | | |
| * Experience of undertaking mental capacity and best interests assessments | Essential | A, I |
| * Experience of working with vulnerable adults and their families | Essential | A, I |
| * Experience of liaison with other external agencies such as hospitals, care homes and advocacy services | Essential | A, I |
| * Experience of completing statutory reports | Essential | A, I |
| * Experience of presenting information in multi-agency meetings and forums | Essential | A, I |
| **Skills and Abilities** | | |
| * Excellent communication and engagement skills | Essential | A, I |
| * The ability to understand complex legislation and case law | Essential | A, I |
| * Excellent report writing skills | Essential | A, I |
| * The ability to work within statutory time frames | Essential | A, I |
| * The ability to work autonomously and manage their own time and workload | Essential | A, I |
| * The ability to challenge other professionals and organisations in relation to respecting the human rights and safety of vulnerable adults | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.