

Job Profile

Position Details	
Post	Direct Payments Officer
Service Area	Commissioning
Reports to	Deputyship, Appointeeship and Direct Payments Manager
Grade	SO1
Job Family	

Role Purpose
<ol style="list-style-type: none">1. To receive referrals from Social work teams and provide information and guidance to users of social services wishing to organise their care using direct payments/individual budget.2. To set up direct payments to ensure that service users and their families receive their DPs promptly. This will be through home visits.3. To undertake regular auditing of client accounts to ensure effective use of Council funds by clients receiving Direct Payments and to undertake recovery of client funds as and when appropriate.

Main Responsibilities
<ol style="list-style-type: none">1. To process Direct Payment requests in accordance with agreed policy and procedures.2. To provide support and advice to service users and families, including:<ul style="list-style-type: none">• Best use of direct payments / individual budgets.• Ensuring they are aware of their responsibilities as employers including responsibilities for tax and national insurance payments and have access to payroll and other support needed.• Explanation of monitoring arrangement for the use of direct payments / individual budgets.3. To ensure that adequate information is obtained about clients to enable a financial assessment to be undertaken.4. To provide support to Care Management staff when more complex advice and support is needed.5. To maintain all necessary records and documentation, in line with Council policy and procedures on Haringey Care Record System (Mosaic).6. To be aware of all necessary quality standards and performance measures and ensure that they are all adhered to.7. To identify actual or potential risk and safeguarding situations and report these to the line manager, making recommendations for action as necessary.

8. To undertake reconciliation and audit of client accounts and manage financial claw-backs of un-used funds.
9. Apply the principles of sound financial practice necessary to operate within defined budget limits in line with value for money.
10. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
11. Health and Safety aspects/issues, first aid/manual handling etc. in relation to working environment, i.e. hazardous materials and relevant processes/legislations etc.
12. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc.
13. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
14. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential/ Desirable
1. Knowledge of Social Care and Direct Payment legislation, guidance and practice relevant to service users and carers.	E
2. Knowledge of Care Act 2014 and Children's Act 1989 and associated regulations and good working knowledge of Safeguarding for Adults and Children.	E
3. Previous experience of working in financial administration.	E
4. Previous experience of administrating Direct Payment.	D
5. Ability to provide advice on value for money options.	E
6. Ability to work under pressure and respond effectively to rapidly changing priorities and deadlines. Ability to prioritise, be flexible and arrange workloads to set targets.	E
7. Ability to write letters, memos.	E
8. Ability to communicate clearly with vulnerable people and tactfully with members of the public, staff and external agencies.	E
9. Ability to maintain confidentiality.	E

Dimensions & Main Contacts
<p data-bbox="150 1720 316 1753"><u>Dimensions:</u></p> <ol data-bbox="150 1787 1409 1957" style="list-style-type: none"> 1. To coordinate and implement Direct Payments and auditing of client accounts to ensure effective use of Council funds by clients receiving Direct Payments. 2. Will need to ensure Council expenditure is aligned to VfM principles, securing best value for clients and the Council. 3. Provide budgetary expenditure as appropriate. <p data-bbox="150 2024 352 2058"><u>Main Contacts:</u></p>

4. Adult Services
5. CYPS
6. Corporate Finance Team
7. Mosaic/SAP Team
8. Commissioning Team
9. Performance Team
10. Regulatory organisations – Ofsted and CQC