

Job Profile

Position Details	
Post	CCG Brokerage Officer
Service Area	Commissioning/ Clinical commissioning Group
Reports to	Team manager
Grade	SO1
Job Family	

Role Purpose
<p>To broker a cost effective and timely service for vulnerable adults on behalf on the Clinical Commissioning Group. You will be working with Adults Service teams to achieve good outcomes, develop working relationship with providers and to contribute to managing the market in Haringey.</p> <p>The post-holder will coordinate and lead the process of securing high quality, timely and cost-effective packages of care for eligible Continuing Healthcare/Continuing Care patients and Personal Health Budget/Personal Budgets. This will include building effective relationships with relevant professionals and key stakeholders (i.e. Patients and their families, nurse assessors, PHB brokers, Local Authorities, hospital discharge teams, placements providers).</p>

Main Responsibilities
<ol style="list-style-type: none">1. To respond positively and professionally to referrals by Social Workers, ensuring the quality of information enables the identification of placements that meet the adults assessed needs.2. To receive and screen referrals, prioritising of needs and availability of resources and where appropriate, liaise with other colleagues, partners and external placement providers to ensure detailed assessment and prioritising.3. To work with internal departments and external agencies on a daily basis.4. To ensure the care provisions comply with CQC.5. To manage and maintain effective information on the care systems, inputting all placement data on Mosaic/SAP / Dynamic Purchasing System (DPS)/ Care Track or any other IT systems and reporting on data to ensure that accurate information is available at all times.6. You will maintain a good understanding and awareness of Haringey Council's and Clinical commissioning group policies and procedures in relation to safeguarding of

vulnerable adults. You will ensure that 'Making Safeguarding Personal' is embedded into the work that you undertake within the service area.

7. To attend and contribute to single and multi-agency meetings as required.
8. To contribute to the creation and maintenance of good working relationships at all levels with internal and external partner agencies, external placement providers and with the public.
9. To ensure that appropriate contract / purchase order are in place and issued to providers of service.
10. To be a proactively contribute to a problem solving and be an effective teamwork.
11. To have due regard to health and safety in relation to self and all care provisions that we broker.
12. To keep abreast of developments in all allocated cases and attend both the Review Meeting and funding Panel as required.
13. You will be informing/influencing placement planning in line with corporate objectives and promoting alternatives as appropriate.
14. You may need to attend safeguarding, professionals', care planning, disruption as well as any other relevant meetings.
15. To assist in the investigation of complaints and concerns as required by head of service in accordance with the corporate procedures.
16. To provide a responsive service to emergencies ensuring the safety and well-being of the vulnerable adults or child which sometimes involve working outside core hours.
17. To assist in securing good outcomes for children and the most efficient use of the council's resources, producing written reports and statistical information as requested.
18. To attend training events and development activities as may be necessary in order to carry and develop the designated role.
19. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
20. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc.
21. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

22. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.
23. Ensure the identified service is of the highest quality and relevant contracts are in place (in liaison with the contracting team) and meets the clinical requirements of the nurse assessor
24. Where possible ensure that the clients/families wishes are accommodated
25. Where it is not possible to accommodate client family wishes, ensure that they are fully aware of the reasons for the proposed placement
26. Liaise with all relevant parties to ensure that date of transfer is agreed
27. Make relevant arrangements for the transfer of the patient (i.e. informing hospital ward of discharge date, arranging appropriate transport if patient is in community)
28. Ensure computer and manual system/records are updated with placement information i.e. (Decision and decision date' Funding start date, Funding cost, Provider, Budget subjective, Full names and addresses for letters)
29. Ensure all communication regarding placement are recorded in the patient record

Knowledge, Qualifications, Skills and Experience	Essential/ Desirable
1. Experience of working in social care field vulnerable adults.	D
2. Experience of working or liaising with independent sector providers, including experience of drawing up contracts, fee negotiations, service specifications or funding agreements.	D
3. Experience of brokering of services and contract management.	D
4. Effective organisational skills – able to self – manage & prioritise own work	E
5. Good written and verbal communication skills.	E
6. Integrity and values – is able to maintain the highest standards in personal, professional relationships and behaviour with young people, families, colleagues and other professionals.	E
7. The ability to be an effective member of a team	E
8. Ability to use information technology in the performance of duties of post.	E

9. Ability to understand budgetary information.	E
10. Ability to work towards and contribute to performance management quality assurance systems for the department work with children's and families.	E
11. knowledge of the Care Act 2014 and subsequent legislation relevant to the role	E
12. Knowledge relating to the commissioning of care provisions and monitoring of these arrangements.	D
13. Knowledge of the principles underpinning the promotion of equality of opportunity, and the ability to translate these into action.	E
14. Ability to demonstrate a commitment to Equal Opportunities for users & staff & anti discriminatory practices.	E
15. Proven skills and ability of providing customer centred, high quality services in social care and / or health care setting.	D
16. Ability to understand care package and cost structure and proven track record to formulate strategies to achieve value for money.	D
17. An ability and proven experience to work effectively and collaboratively with people who use services and across agencies to build strong working partnerships, managing conflict and differing perspectives to achieve good outcomes.	E
18. Proficiency in the use and understanding of IT and Information Management and data protection legislation.	E
19. Ability to use Information Technology in performance of duties of post (Must be able to use Word, Excel and MS Outlook).	E

20. Dimensions & Main Contacts

Dimensions:

1. Will be responsible for ensuring compliance with regulatory contract management responsibilities and procurement of care packages
2. Will need to ensure Council expenditure is aligned to Value for Money principles, securing best value for clients and the Council.
3. Provide budgetary expenditure updates for Children and Young People Services (CYPS) and vulnerable Adults

Main Contacts:

1. Adult Services
2. Corporate Finance Team
3. Mosaic/SAP / DPS Team
4. Commissioning Team
5. Performance Team
6. Payments Team
7. Personal Budget Team
8. Regulatory bodies such as Ofsted and CQC