

J O B D E S C R I P T I O N

Discharge Assessment Team Lead AGE UK PLYMOUTH

1. SUMMARY

The Charity's Discharge Service plays a pivotal role in supporting the health and social care system with the safe discharge of patients from hospital. As the Team Leader you will support the Head of Community Support in the delivery of this commissioned service and share in the line management of the rapid responder team.

Often requiring complex assessments and referrals, the role is varied and rewarding, often allowing you to see clients who have been discharged progress on the road to recovery and regaining independence.

2. DUTIES

- (a) Under the direction of the Head of Community Support, deal effectively with the referrals received for the hospital discharge service, and undertake assessments of client needs upon discharge, identifying key services that can be put in place.
- (b) To assist with the line management of the rapid response team, having shared responsibility for the training and development of the team through regular staff meetings, supervision and appraisals.
- (c) Ensure that all services are carried out in a safe and effective way, undertaking risk assessments and being aware that situations can change rapidly, requiring agile response.
- (d) Support the Head of Community Support in maintaining the relationships between the Short-Term Care Centre and the Derriford, Mount Gould and DAU Discharge teams. Attending weekly briefings and developing external relationships.
- (e) Have a broad awareness of other services available to clients both internally and externally, making referrals as appropriate. This could include referrals to social care and community health services. Actively engaging with external partners to increase this awareness and understanding. Attending weekly briefings and developing external relationships.
- (f) Support the Head of Community Support in monitoring the service, ensuring that delivery is consistent over all sites and that reports are generated to support ongoing delivery.
- (g) To maintain records in relation to clients ensuring that all documentation is accurately recorded using Charity Log, and on various spreadsheets as required.
- (h) To ensure that confidentiality regarding information and records relating to clients are maintained at all times.

- (i) Under the direction of the Head of Community Support provide cover/support for other team members as required. This could include providing administrative support to the service.
- (j) The post holder will be required to work from multiple sites which will include the Local Care Centre, the Short -Term Care Centre, Derriford & Mount Gould Hospitals and the DAU.
- (k) Working with the Head of Community Support and the Discharge Support Co-ordinators, recognise and act on any safeguarding concerns, following Age UK Plymouth's reporting procedures.
- (l) To work closely with the Head of Community Support to ensure that AUKP meets the required targets in line with the contract for the commissioned service with the ICP.
- (m) To produce regular, comprehensive case studies that demonstrate the value of our service and evidence the impact on both service users and the NHS.
- (n) To work flexibly towards the needs of the service.

3. GENERAL

- a) To comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post.
 - b) To assist and take part in the Charity's profile raising and charitable events.
 - c) To undertake any training considered appropriate to the post.
 - d) To undertake such other duties as are reasonably appropriate to the post.
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4. UNDERTAKING

I understand and accept my responsibilities, as outlined, for the post of Discharge Assessment Team Lead for Age UK Plymouth.

I accept the conditions of service.

Signed _____

Date _____

Name _____

(please print)