



Department	Department of Adult Social Services	Division	Personal Assessment and Planning	
Designation of Post	Short Term Break and Carers Break Manager		Grade PO 1	Post No
Responsible to	Pam Shearwood, Team Manager, Learning Disabilities			
Immediate Subordinates	None			

INTRODUCTION & JOB PURPOSE

In Wirral we are developing and promoting a new offer for social care through personalisation, with the key aims of promoting independence, well being and choice for people who use services and their carers. As part of this change, the introduction of personal budgets provides opportunities for people to consider a wider range of options for meeting their social care needs. In the area of respite and short-term break care this includes:

- Respite care or short-term care – carer on short-term break from the person they care for
- Cared for person on short term break from their carers and or accessing services in their own right
- Those individuals who need a short-term break from their circumstances to prevent deterioration of their condition.

To develop the market and promote access to a wider range of options for short-term breaks, a skilled and appropriately qualified manager is required. They will have extensive knowledge of commissioning and contracting in adult social care and direct experience of working with social care providers. This newly created post in the Department of Adult Social Services aims to transform support arrangements for respite care, short term breaks and services for carers and develop a bespoke advice, placement and commissioning service to people wanting to access short-term breaks.

SUMMARY OF MAIN DUTIES

- 1 To contribute to the development of the market for respite care, short-term breaks and carers services across Wirral both internally and externally.
- 2 To cost evaluate and implement quality assurance markers for the external provision of this service, ensuring that any issues are brought to the attention

of line management and the Strategic Leadership team, including collating feedback from carers and users

- 3** To contribute to planning, commissioning and design of new services for short term breaks and services for service users and carers
- 4** To develop and review business options to stimulate and reshape the market for respite care and short-term breaks, taking into account the future needs of the service
- 5** To develop systems and procedures for the timely access and commissioning of short term breaks
- 6** To contribute to the review of personal budgets with specific reference to expanding the range of choice for respite care and short-term breaks
- 7** To secure efficiencies through the effective streamlining of procurement systems for respite and short-term breaks.
- 8** To design, develop and provide an advice and information facility for the availability of services for short-term breaks and respite care services
- 9** To lead and project manage new initiatives for the development of short term breaks
- 10** To work directly with social care practitioners on matching self-directed assessments of need and support plans to the availability of short-term break and respite care services for people who use services and their carers.
- 11** To work with Carers groups to develop services for their use
- 12** Design, Develop, Establish and Maintain a data base of resources for respite care and short break services across the borough of different service providers in the public, voluntary and community sectors, ensuring that it is available to people who use services and/or their carers and professional colleagues
- 13** To Design, Develop and Maintain a framework that matches the profile of requests for short-term breaks/respite care with service resources available.
- 14** Provide an advice and signposting service to people who use services in receipt of personal budgets/direct payments who wish to make their own arrangements to cover respite care, or who self fund their own care
- 15** Arrange short break provision for carers and people who use services and are in receipt of personal budgets/direct payments/managed budgets
- 16** To establish networks with relevant providers and establish a protocol for communication in order that they can advise of availability of vacancies.

- 17** To develop systems for choosing and booking respite care services that are timely and can be accessed at short notice if required, including developing a late booking service
- 18** To establish and maintain with key partner agencies and ensure resources are shared where appropriate and effectively targeted in the delivery of respite care
- 19** To confirm availability of services in the following areas:
- Day/Night Sitting
 - Personal care at home
 - Day Centres
 - Residential and nursing care
 - Hotels and holiday accommodation (with available support for people with disabilities)
- 20** To work directly with service user and carer representative groups to profile and prioritise the requirements of future service provision in this area
- 21** To develop service specific information to support adults with presenting needs in the following areas: (liaising with other colleagues where necessary)
- Learning Disabilities
 - Adult Mental Health
 - Older People
 - Older People with Dementia
 - Physical Disabilities
 - Substance misuse
- 22** To provide statistical management information relevant to the work of the team and department