



Job description			
Job title	Assistant Care manager		
Grade	Band G		
Directorate	Health & Social Care		
Service/team	Adult Social Care		
Accountable to	Team Manager		
Responsible for	N/A		
JE Reference		Date Reviewed	16.12.2025

Purpose of the Job

To contribute to the assessment and care management system by undertaking simple needs-based assessments and applying an asset-based approach to support planning. Support social workers in the day to day undertaking of their role.

As an assessor, where appropriate arrange services and complete assessments, support plans and reviews using an asset-based approach with service users and/or their carers and monitor accordingly

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To carry out simple needs based assessments with service users and/or their carers within agreed procedures to determine their needs, using an asset based approach, taking into account the level of risk and urgency in response in order that an individual support plan can be identified.
2. To implement, co-ordinate and maintain individual support plans and act as key worker in appropriate cases to ensure that services are arranged to meet identified and appropriate needs.
3. As part of a team to monitor the implementation of individual support plans and periodically review the progress of simple needs based assessments. To refer significant changes in needs to appropriate



parties and ensure that the support plan is amended to meet these changing needs.

4. To liaise effectively with service providers and/or carers to ensure their involvement in the care process and to ensure the fullest possible range of services is available to meet the identified needs.
5. To assist care managers in the team by monitoring the more complex packages of care and feeding back information to enable them to make decisions about progressing further changes or re-assessments.
6. To follow up requests for information about a service users financial situation to support residential and nursing home placements.
7. To maintain service users records/systems, including the use of computerised databases, to ensure provision of accurate and up to date information.
8. As a member of the team, to contribute to the development of services by offering views and ideas to ensure the continuing provision of a high standard of care to all services users.
9. To undertake such training as identified and required by the department.
10. To comply with all the Council's Standing Orders and financial regulations.
11. To comply with all requirements of the Health and Safety legislation and Council Policy, taking appropriate action where necessary.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.