

DARLINGTON BOROUGH COUNCIL

ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Senior Practitioner
<u>GRADE :</u>	Grade P
<u>JOB EVALUATION NO.</u>	E3332
<u>REPORTING RELATIONSHIP</u>	Team Manager
<u>JOB PURPOSE :</u>	To manage and co-ordinate safeguarding adults concerns including carrying out initial enquiries, formal investigations and chairing safeguarding strategy meetings. To develop and share specialist knowledge in a particular area of practice and contribute to practice development.
<u>POST NO.</u>	D13094
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Undertake a range of Community care and safeguarding assessments, in accordance with relevant statutory requirements, identifying risks, needs and options.
2. Construct value for money care packages; commission a range of services designed to minimise risks and improve the quality of life for service users and their carers.
3. Work with individuals, families, carers and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning.
4. Develop and maintain effective relationships with clients, their families and carers: provide advice and support: help resolve conflict, where appropriate.
5. Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and care planning activities.
6. Maintain and update case notes and other records, write reports as required: if required, give evidence in court in relation to care or other proceedings.
7. Hold a caseload of more complex cases.
8. Provide advice to other Social Workers/Professionals in relation to their cases.
9. Provide casework supervision to other Social Workers/Professionals in the team.
10. May also supervise students, trainees, less experienced professional team members, support staff or volunteers.

11. Act as a recognised expert within the specialist field.
12. Contribute to the development of practice and policy in the specialist field.
13. Chair reviews / planning meetings / case conferences / strategy meetings as appropriate to specialised field / local structures.
14. Deputise for Team Manager, as required.
15. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
16. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. Conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Carry out your role in line with the Council's Equality agenda.
18. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
21. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY

Date: June 2018

DARLINGTON BOROUGH COUNCIL

PERSON SPECIFICATION

SENIOR PRACTITIONER

ADULTS SERVICES

POST NO: D13094

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	A relevant professional Social Care/Allied professional qualification e.g. CQSW, DipSW, RGN,OT	E	
2	Post-qualification training relevant to particular specialism	E	
3	BIA Qualification		D
Experience & Knowledge			
4	Approximately 3 years post-qualifying experience.	E	
5	Approximately 2 years' experience of working with Safeguarding Vulnerable Adults	E	
6	Experience of risk assessment package	E	
7	Experience / knowledge of services for Adults and their families		D
8	Up to date detailed working knowledge of the relevant legislation, policies and principles such as: <ul style="list-style-type: none"> • NHS and Community Care Act 1990 and other pertinent legislation • Mental Capacity Act & Mental Health Act and the Deprivation of Liberty Safeguards • Person Centred Approaches • Safeguarding • Care Act 2014 • Strength Based Assessments 	E	
9	Approximately 2 years' experience of offering advice, support and guidance to care teams or a similar setting	E	
10	Experience of attendance at Case Conferences, Reviews, Core Groups, Planning Meetings	E	
11	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
12	Experience of partnership working	E	

13	Experience of chairing meetings	E	
14	Experience of negotiation and consultation with commissioning care teams and other agencies		D
15	Knowledge of eligibility criteria / threshold of needs		D
Skills			
16	Ability to relate with a wide range of people, including clients, colleagues and other agencies	E	
17	Ability to communicate both verbally and in writing to a wide range of audiences, including undertaking complex assessments and writing detailed reports with skill and understanding	E	
18	Ability to establish priorities and achieve deadlines	E	
19	IT literate, capable of using MS Word/Excel and Office packages.	E	
20	Ability to analyse and interpret data gathered during the assessment process	E	
21	Ability to use different interviewing techniques	E	
22	Ability to monitor understanding of others, develop approach and take corrective action if required	E	
23	Ability to use initiative and make decisions outside immediate policy and procedure and without reference to manager	E	
24	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	E	
25	Ability to engage in meaningful participation work with Adults and their carers		D
Personal Attributes			
26	Ability to work closely with other colleagues and to do joint assessments.	E	
27	Ability to be sensitive to and to work in an anti-discriminatory way with all service users and colleagues	E	
28	Ability to identify and solve problems	E	
29	Flexible approach to a fast changing environment	E	
Special Requirements			
30	Registered with the HCPC	E	
31	Flexible approach to working arrangements and ability to work outside of normal office hours	E	

32	Capable of independent travel to carry out the requirements of the post.	E	
33	Enhanced DBS check required	E	
34	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
35	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

[Adults posts only] Due to changes in legislation, there is significant emphasis on health and social care working together to make services available outside the standard hours for 7 days a week. Working patterns may be subject to change in order to meet these statutory requirements and this will provide real opportunities for flexibility and improved balance between work duties and interests / commitments outside of work.

Annual Leave

The basic annual leave entitlement is thirty-one working days plus public holidays which fall within the annual leave year (1 April – 31 March).

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on full pay and half pay according to length of service. The maximum is six months full and six months half pay but can be extended in special circumstances at the Council's discretion.

Pension

New employees are required to choose a pension arrangement to which they will contribute on taking up appointment. This choice will be: -

- The Local Government Pensions Scheme
- The State Earnings Related Pension Scheme (SERPS)
- A Personal Pension arrangement

On appointment you will automatically be added to the Local Government Pension Scheme, but if you wish to opt out you will need to complete the Opt Out form within 3 months of your start date. If you have not received an Opt Out form, you will need to contact the named person on your Offer Letter.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Payment of Wages and Salaries

Persons regarded as salaried are paid monthly in arrears on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.