

DARLINGTON BOROUGH COUNCIL

CHILDREN'S AND 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 lead team of social workers and community assessment officers within the First Point of Contact Team. To make decisions around initial contacts and enquiries made to the Adult Social Care Department. To develop and share specialist knowledge in a particular area of practice and contribute to practice development.
<u>POST NO.</u>	D13539
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Leading a team of social workers and community assessment officers within the First Point of Contact Team, providing sound advice, guidance and decision making around managing a variety of different initial contact enquiries into Adult Social Care.
2. To make decisions about appropriate responses to initial contacts into Adult Social Care, such as requests for assessments of need, enquiries regarding safeguarding issues, advice and information about local services, and responding to urgent or crisis situations.
3. To identify, in conjunction with individuals, carers, and other professionals the most appropriate ways of achieving outcomes identified through the initial contact and to promote independence and well-being through the use of universal, targeted and specialist services as appropriate.
4. Carrying out welfare visits to individuals as required and providing guidance and support to other staff within the team conducting welfare visits or other crisis intervention.
5. 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.
6. Develop and maintain effective relationships with clients, carers and other professionals: provide advice and support: help resolve conflict, where appropriate.
7. Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and care planning activities.

8. 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.
9. Hold a caseload of more complex cases.
10. Provide advice to other Social Workers/Professionals in relation to their cases.
11. Provide supervision to other Social Workers/Professionals in the team.
12. May also supervise students, trainees, less experienced professional team members, support staff or volunteers.
13. Act as a recognised expert within the First Point of Contact Team.
14. Contribute to the development of practice and policy within the First Point of Contact Service and within other partner teams within the Local Authority.
15. Chair reviews / planning meetings / case conferences / strategy meetings as appropriate to specialised field / local structures.
16. Deputise for Team Manager, as required.
17. 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.
18. 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.
19. Carry out your role in line with the Council's Equality agenda.
20. 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.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. 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
23. 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.
24. 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.

Date: June 2018

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CHILDREN'S AND ADULTS SERVICES

PERSON SPECIFICATION - SENIOR PRACTITIONER

POST NO. D13539

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Professional Social Work Qualification (e.g. Degree, DipSW, CQSQ or CSS as relevant)	E	
2	Relevant post-qualification and 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 decision making in relation to a variety situations, including decision making about safeguarding concerns and crisis situations.	E	
7	Experience / knowledge of services for Adults and their families. Understanding of the needs of the specific individual groups.	E	
8	Up to date detailed working knowledge of the relevant legislation, policies and principles such as: <ul style="list-style-type: none"> Care Act 2014 Mental Capacity Act 2005 and the Deprivation of Liberty Safeguards Mental Health Act 1983 (2007) Human Rights Act 1998 Data Protection Act 1998 	E	
9	Experience of interpreting legislation, policy or procedures to give recommendations and advice. Including knowledge of eligibility criteria / threshold of needs.	E	
10	Experience of negotiation and consultation with commissioning care teams and other agencies		D
11	Approximately 2 years' experience of offering advice, support and guidance to care teams or a similar setting. Experience to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others. Experience to monitor understanding of others, develop approach and take corrective action if required.	E	
12	Experience of chairing safeguarding strategy meetings, best interest meetings, planning meetings and multi-disciplinary meetings	E	

13	Experience of partnership working, including working closely with other colleagues to do joint assessments.	E	
Skills			
14	Ability to communicate both verbally and in writing to a wide range of audiences including an ability to relate with a wide range of people, including clients, colleagues and other agencies.	E	
15	Ability to organise and prioritise own work with minimum supervision and achieve deadlines.	E	
16	IT literate, capable of using MS Word/Excel and Office packages.	E	
17	Ability to undertake complex assessments; to analyse and interpret data gathered during the assessment process; and write detailed reports with skill and understanding.	E	
18	Ability to use different interviewing techniques.	E	
19	Ability to use initiative and make decisions outside immediate policy and procedure and without reference to manager	E	
Personal Attributes			
20	Ability to use the opportunities at formal supervision effectively and work as a team member.	E	
21	Ability to be sensitive to and to work in an anti-discriminatory way with all service users and colleagues	E	
22	Ability to identify and solve problems	E	
23	Flexible approach to a fast changing environment	E	
24	Commitment to excellence in public services.	E	
25	Commitment to service user and carer involvement.	E	
Special Requirements			
26	Registered with the HCPC	E	
27	Flexible approach to working arrangements and ability to work outside of normal office hours	E	
28	Capable of independent travel to carry out the requirements of the post.	E	
29	Enhanced DBS check required	E	
30	The ability to communicate at ease with customers and provide advice in accurate spoken English	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 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

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.

In addition, Social Workers within two years of qualification appointed to permanent posts or temporary posts for a minimum of 6 months will be required to register onto the Assessed and Supported Year in Employment (ASYE) programme. In the case of permanent posts, continued employment will be subject to successful completion of the programme which normally takes 12 months.

If you have already successfully completed the programme, you will be required to produce a copy of the relevant certificate issued by The College of Social Work.

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.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

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.