

DARLINGTON BOROUGH COUNCIL

**CHILDREN AND ADULTS SERVICES
ADULT SOCIAL CARE**

JOB DESCRIPTION

POST TITLE : SENIOR PRACTITIONER

GRADE : GRADE Q

JOB EVALUATION NO. E3486

REPORTING RELATIONSHIP TEAM MANAGER

JOB PURPOSE : Under the leadership and management of the Team Manager, provide a statutory social work service at an advanced skills senior practitioner level. Have responsibility for the most complex cases to include high quality, timely and adult focused needs assessment, risk assessment, analysis, intervention, support planning and review appropriate to the work of the team. Have expert knowledge in an area of social work practice and demonstrate leadership in their field.

Play a key role in developing and monitoring the competency of front line social work staff through developing, maintaining and championing expertise in specific areas of social work practice, driving excellent practice based on research evidence and professional experience and supporting the achievement of improved outcomes for vulnerable adults.
various

POST NO.

PDR COMPETENCY FRAMEWORK Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. To be the lead professional and undertake the full range of statutory social work tasks in the most complex of cases for adults, carers, and their families.
2. To bring together and coordinate a multi-disciplinary team around the adult to ensure an integrated approach to safeguarding and adult protection.
3. To establish, develop and deliver best practice collaborative working with multi-agencies, including integrated working with key partners.
4. To lead in an area of expert practice, developing the knowledge and skills base within Darlington and disseminating that expertise across the whole service.

5. To provide high quality timely coaching, mentoring and case supervision to a range of staff; achieve an appropriate balance between reflective case practice and accountability for performance standards.
6. To ensure up-to-date, accurate and accountable case recording, ensuring the highest levels of client confidentiality.
7. To share sensitive information appropriately with other agencies as required to protect adults in line with professional standards and Caldicott requirements.
8. To represent the Council in a range of informal and formal settings, including Court legal proceedings.
9. To facilitate and/or chair a range of meetings, including strategy/review meetings, professional network meetings, team meetings, and other meetings on behalf of or as directed by the Team Manager or as directed by Team Manager.
10. To promote and demonstrate the meaningful participation adults and carers in the process of assessment, planning, implementation and review, in decision making and shaping service delivery.
11. To support the Team Manager to reconcile policy and resources by delivering services within allocated budgets.
12. To ensure that within an allocated complex caseload continuous performance improvement is achieved in respect of statutory timescales with reference to Care and Support Needs assessments, Mental Capacity assessments, support plans and specific assessments as appropriate to the service area to achieve positive outcomes.
13. To maintain and disseminate an excellent understanding of current research, evidence based practice, policy, guidance, legislation and case law relating to adults and carers.
14. Through modelling best practice and supporting others to achieve high quality practice standards consistently. To assist the service in the preparation for regulatory framework inspections.
15. To safeguard and promote the welfare of adults for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
16. To assist the Team Manager in ensuring that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
17. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a supervisor and employee in line with these.

20. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. 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.
23. 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.
24. 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 may be subject to rechecking as required from time to time by the Council.

Date: revised October 2018

DARLINGTON BOROUGH COUNCIL

SENIOR PRACTITIONER

CHILDREN AND ADULTS SERVICES ADULT SOCIAL CARE

POST NO. various

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 | Post qualifying training relevant to a social work specialism (or university Certificate in Advanced Professional Development in specialist social work) | E | |
| 3 | BIA qualification | E or D depending on team specialism | |
| Experience & Knowledge | | | |
| 4 | Experience of working with adults, carers and communities | E | |
| 5 | Approx. 3-5 years relevant post qualifying experience in adults Statutory Services | E | |
| 6 | Approx. 3 years' experience of effectively managing the most complex cases with little requirement for support and being responsible for decision making and meeting timescales | E | |
| 7 | Working knowledge of the relevant current legislation such as Care Act 2014 and Mental Capacity Act 2005 | E | |
| 8 | Knowledge, understanding and practical experience in the application of appropriate legislative frameworks, procedures and practises | E | |
| 9 | Approx. 2 years' experience of supporting and advice giving recommendations and advice to care teams or similar settings | E | |
| 10 | Approx. 2 years' experience working adult safeguarding casework | E | |
| 11 | Experience of undertaking assessments, support planning and reviews within statutory social care setting and analyse information gained to inform risk assessments | E | |
| 12 | Experience of chairing a range of meetings. | E | |
| 13 | Experience of quality assurance and effective closure of own and others casework | E | |
| 14 | Experience of developing, contributing and implementing strategies, policies and service procedures and ensuring compliance | E | |
| Skills | | | |
| 15 | To be IT literate, capable of using MS Work/ Excel and Office packages and use case management systems with confidence | E | |
| Personal Attributes | | | |
| 16 | Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations) | E | |
| 17 | Ability to form effective working relationships with users of the service, help to clarify and express their needs and contribute to service planning | E | |
| 18 | Ability to analyse and interpret information gathered during the assessment process | E | |

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| 19 | Ability to monitor the understanding of others, develop approach and take corrective action if required | E | |
| 20 | Ability to demonstrate sound organisational skills, work under pressure and determine priorities to meet strict deadlines | E | |
| 21 | Demonstrate the ability to undertake and manage expert and effective practise and caseloads in complex situations | E | |
| 22 | Ability to manage a team of staff including performance development | E | |
| 23 | Ability to work closely with others and carry out effective joint assessments | E | |
| 24 | Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager | E | |
| 25 | Ability to use the opportunities at formal supervision effectively and work effectively as a team member | E | |
| 26 | Demonstrate ability to work effectively in increasingly more complex situations | E | |
| 27 | Flexible and responsive approach to working environment and arrangements and the ability to work outside of normal office hours | E | |
| 28 | Ability to drive improvements to practise across services | E | |
| Special Requirements | | | |
| 29 | Enhanced DBS check required (3 yearly re-checking process may be undertaken depending on specialism) | E | |
| 30 | Ability to access reliable transport to carry out the travel requirements of the post | E | |
| 31 | Suitability to work with adults | E | |
| 32 | Registered with the HCPC | E | |
| 33 | 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.