

DARLINGTON BOROUGH COUNCIL

ADULTS SERVICES

JOB DESCRIPTION

POST TITLE :

SENIOR PRACTITIONER

GRADE :

GRADE Q

JOB EVALUATION NO.

E3356

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.

POST NO.

D13094

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

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	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		D
	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	
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 regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	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	