

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults and Health		Service Area:	
JOB TITLE: Senior Practitioner / AMHP			
GRADE: M (Approved Mental Health Professional receive an AMHP allowance of £3,000 per annum)			
REPORTING TO: Team Manager			
1.	JOB SUMMARY: Provide co-ordination and supervision to the Social Workers, Assistant Care Co-ordinators and administrative staff working within the team, as determined by the Team Manager. To be responsible and carry a complex case load.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To undertake the role of Social Worker, as defined by the existing substantive job description and contract, with a reduced case load.	
	2.	To assist with the co-ordination of the day-to-day work of the Social Workers employed within Older people Mental Health, supporting the monitoring allocation of caseloads, ensuing appropriate cover of cases and providing responses to emergencies	
	3.	To provide formal and informal professional supervision on a regular basis to staff allocated by the Team Manager	
	4	To assist the Team Manager with scrutiny of funding applications for care packages in liaison with the assessing practitioner(s), Contracts Section and service providers.	
	5	To adhere to all policies and procedures within the Department, including health & safety, risk management and Best Value	
	6	To keep up to date with professional social work issues and the development of Best Practice.	
	7	To deputise for the Team Manager as and when required.	
	8	To enhance the departments image within the authority by promoting awareness of services and achievements and encourage greater participation.	
	9	To take an active role in recruitment and personal assessment of all employees for whom the post holder is directly responsible and ensure development and training requirements are continually met.	
	10	To work effectively within an integrated Team environment in which services from Health and Social Care work closely together.	
	11	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	
	12	To actively participate in, or to chair meetings.	
	13	To undertake duties of an Approved Mental Health Professional (AMHP) or a Best Interests Assessor (BIA) and to participate in the AMHP/BIA duty rota as directed.	

	14	To ensure that professional standards are maintained in full compliance with statutory responsibilities, policies, procedures and associated guidance.
	15	To carry out the role of practice educator for social work students and to support a student on placement at a minimum of once every two years.
	16	To be flexible and respond to the needs of the service.
	17	To work with the Team Manager, and other Professionals within the wider Community to plan, prepare and implement relevant training packages, e.g. Health Promotion.
	19	Stockton-on-Tees Adults and Health Department is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.
	20	Other duties and responsibilities as directed by the Team Manager in line with the nature and grade of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of J-M (Career Grade) using the NJC Job Evaluation scheme as adopted by Stockton-on-Tees Borough Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated 02/11/21

PERSON SPECIFICATION


Job Title/Grade	Senior Practitioner / AMHP	Grade M
Directorate / Service Area	Adults and Health – Social Services	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	BA Social Work or equivalent, DipSW, CQSW, CSS Registered with Social Work England At least 3 years' experience Practice Teachers Qualification or equivalent Post Qualifying Training /Award Advanced Safeguarding course Approved Mental Health Practitioner	Best Interest Assessor Training Completed	Application form
Experience	Relevant experience and application of Legislation and Guidance Effective use of procedures and practice guidance Multi-disciplinary working Individual assessments of need Undertaking capacity assessments and Best Interest Decisions		Application / Interview

	<p>Care Management and personalisation agenda</p> <p>Developing packages of care</p> <p>Effective liaison with other agencies</p> <p>Recognition of quality service, ensuring appropriate monitoring of services for individuals takes place.</p> <p>Knowledge and experience of working with Client/Carer group</p> <p>Experience of Safeguarding Adult procedures</p> <p>Experience of supervising staff</p> <p>Experience of project work</p>		
Knowledge & Skills	<p>Knowledge and experience of Mental Health and other health issues</p> <p>Working knowledge of the Care Act</p> <p>Working knowledge of the Mental Health Act</p> <p>Working knowledge of the Mental Capacity Act</p> <p>Assessment Skills</p> <p>Ability to promote good working relationships with partner agencies</p> <p>Well-developed interpersonal skills and to work as part of a dynamic team</p> <p>Good communication/presentation skills, written</p>	<p>Knowledge and ability to maximise people's Independence in different setting and environments</p> <p>Ability to work independently in a busy environment</p> <p>Experience of change in a social work setting</p>	Application / Interview

	<p>and oral</p> <p>Ability to work to deadlines</p> <p>Ability to promote safe working practices</p> <p>I.T. competent e.g. Outlook, Word</p> <p>Organisational skills and abilities</p>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement		Application / Interview
Other requirements	<p>Team worker</p> <p>Reliable</p> <p>Motivated</p> <p>Flexible and honest</p> <p>The ability to travel independently throughout the Borough of Stockton</p>	Interest in evidence-based practice	Application / Interview

Person Specification dated 02/11/21

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults and Health	SERVICE AREA: Adult Services
JOB TITLE: Senior Practitioner / Social Worker	
GRADE: M	
REPORTING TO: Team Manager	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail Lone working risk assessment	Yes
No known risks associated with this role	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: V Ingham

Date: 06/12/21

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 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.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

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.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. 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 DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.