

JOB DESCRIPTION

POST TITLE:	Senior Practitioner – Social Worker
GRADE:	PO4
DEPARTMENT:	People's Directorate
DIVISION / UNIT	Adult Social Services / Community Care
REPORTS TO:	Team Manager
MANAGES/SUPERVISES:	Up to 4 members of staff as directed by the Team Manager

PRIMARY JOB FUNCTION

- The post-holder will be part of a multi-disciplinary team (Social Workers, Occupational Therapists, and Physiotherapists) which provides a health and social care service to the local community.
- In general Senior Practitioners will:
 - be expected to care coordinate a small caseload of the more complex work, including court cases and
 - to directly supervise 4 selected staff in their team and be responsible for the allocation of work and management of their performance.
- To promote a model of self directed support with service users and carers to enable them to determine their own solutions, which are outcome focused.
- To deliver exceptional social care to adult service users and their carers which enables them to make their own decisions
- To conduct assessments and reviews that are proportionate to risk/ need
- To identify risks to the individual and respond appropriately to any safeguarding issues
- To enable individuals to identify appropriate outcomes that will meet their needs and aspirations. Work with service users to achieve these through an agreed support plan
- To operate within an agreed performance management and budgetary framework
- Post-holders may work with a range of service users including older people, people with physical and learning disabilities and other adults who may present with dual or complex needs

Senior Practitioners will be expected to adhere to the Health and Care Professions Council (HCPC) standards of conduct, performance and ethics.

The postholder will be responsible for maintaining Continuous Professional Development (CPD) as required to maintain their registration.

Islington uses a competency framework to help assess performance of its social work Managers in Adult Social Care.

Islington has adopted The College of Social Work's Professional Capabilities Framework for Social Workers and expect Senior Practitioners to ensure they and their social work staff supervised work to the required competencies as stated in Appendix 1. (All other professionals will be expected to meet the requirement of their professional body registration).

Senior Practitioners will be required to undertake training and other opportunities as appropriate in order to progress to team management level.

The post-holder may be required to work flexibly over a 7 day working week to fit in with the needs of the service.

DUTIES AND RESPONSIBILITIES

- To take responsibility for promoting and safeguarding the welfare of vulnerable adults in your care and those who you come into contact with.

Strategic responsibilities

- To help develop and implement strategies for the delivery of personalisation, self-directed support and well-being
- To keep abreast of latest developments, thinking and innovation in adult social care in order to improve services in Islington
- To audit and evaluate practice, and participate in research as appropriate
- Assist with developing and maintaining effective partnership arrangements with other Community Care Teams, Hospital Presence functions, and Primary Care Teams and GP practices
- To participate in new service developments and implementation

Resource Management and Planning

- To optimise opportunities for users/carers to seek out alternative solutions to Council funded care
- To work as part of a multidisciplinary team in providing resources to service users with complex needs
- (Senior Practitioner Hospital Presence) To represent social care on all strategic / operational multi- disciplinary meetings to ensure the effectiveness of hospital discharges

Management Reporting and Analysis

- To ensure the accurate and comprehensive inputting of case management information for monitoring and planning purposes
- To have a sound knowledge of performance indicators, targets and standards and to perform to a high standard within a challenging performance management culture

Operational responsibilities

- Day to day management of selected staff within the locality, including allocation of work, performance management and regular supervision
- Support the Team Manager in the overall delivery of services and deputise where appropriate
- Act as Duty manager and ensure that all social workers follow the duty responsibilities

- Be involved and deliver high and effective results in different projects which run in the team
- Promote the Personalisation agenda and support implementation of Self Directed Support
- Follow the Pan London Safeguarding Adults procedures to investigate and manage risk where individuals have experienced or are likely to experience significant harm. To provide written and verbal reports which are concise, informative and based on analysis of complex evidence which can be used within legal proceedings
- Use a variety of social work methods to remedy personal and social difficulties experienced by specified clients, including care, support, counselling, supervision, protection and other therapeutic methods
- Carry out complex community care assessments and reviews of support plans, proportionate to need and risk ensuring agreed outcomes are being met
- Prepare written reports and carry out casework recording in accordance with national and departmental standards
- Give appropriate advice on welfare rights as required, referring on for specialist advice as necessary
- Act as Practice Teacher with responsibility for the provision of supervision to social work students
- Facilitate user choice and control throughout the self-assessment, support planning and review process by promoting independence and applying the principles of personalisation
- Where appropriate be the first point of contact for members of the public requesting advice through a variety of channels including the telephone, letters, email, and personal callers
- Investigate and respond appropriately to complaints
- Lead on the investigation and/or chairing of Vulnerable Adults enquiries
- Attend multi - disciplinary, locality and management team meetings
- Where appropriate provide information and signposting advice to enable individuals to increase their sense of well being and to access a range of resources that do not require a social care assessment
- Where appropriate apply the national eligibility criteria and give information about any likely cost of services as well as giving appropriate advice on welfare rights entitlements and maximisation of income
- Enable service users to undertake un/assisted self -assessments to identify needs and outcomes. This will include taking account of existing forms of support and identifying potential risks, e.g. Mental Capacity Act and Safeguarding
- Enable the service user to identify outcomes and undertake un/assisted support planning. Where appropriate, present ideas and solutions as to how these could be achieved including, identifying contingency arrangements to cover any unexpected circumstances
- Facilitate support planning by providing services users with the fullest possible information about the range of support options available

- Work with service users to document support plans and collate any additional reports, which represent service user/carer needs and aspirations and record identified risks
- Facilitate validation of support plans and record unmet need
- Present relevant information to senior management as required
- Ensure all documentation is in a format accessible to the individual/s concerned
- If required undertake training to assess for specialist equipment and minor adaptations as required and order same through appropriate means
- Keep accurate records of all work undertaken, including updating computer records
- Ensure compliance with all procedures relevant legislation, codes of practice and Council policies

Care co-ordination and joint working

- Work in a collaborative way and seek advice of O.T. District nurse, or other appropriate professionals to promote the well being of the individual and ensure they have access to the required level of co-ordinated care
- Offer advice and information regarding statutory and voluntary resources across the Authority to members of the multi-disciplinary team and other members of the social work team
- Develop and promote the role of social work within the multi-disciplinary team
- Where appropriate act as Care Coordinator to ensure a seamless service to individuals with complex needs and avoid unnecessary admissions to institutional care
- Where appropriate refer on to other health, mental health or social care services e.g. Children and Families/District Nursing and work in partnership where this is required
- Where appropriate to the service area, assist with developing and maintaining effective partnership arrangements with a number of GP practices and Primary Care Teams
- Use and assist others to use information technology.
- Participate in running training courses for staff from other organisations working with adults and older people

Performance and Legislation

- At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Council policies and procedures
- Ensure that the requirements of Health & Safety legislation and the Council's relevant policies are carried out in relation to the job
- At all times carrying out responsibilities/duties within the framework of the Council's Equal Opportunities Policy
- Use information technology systems to carry out duties in the most efficient and effective manner
- Be responsible for updating the social services database in respect of client information

- Undertake any prescribed mandatory training
- Assist with the development of links with Registration and Inspection Units where appropriate for the service area

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy)
- Travel as required to undertake reviews
- To undertake other duties commensurate to the grade of the post

Post holder Declaration




Name:	
Signed:	
Date:	

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

Department: People's Directorate		Division / Unit: Adult Social Services / Community Care
Post Title: Senior Practitioner - Social Worker		Grade: PO4
REQUIREMENTS		
EDUCATION and EXPERIENCE		A / I
E1	CQSW, CSS, Diploma in Social Work or other equivalent qualifications	A
E2	Three years post qualifying experience with adults with a chronic sickness/disability	A / I
E3	Experience of working with people from black and ethnic minority communities in inner city areas	A / I
KNOWLEDGE, SKILLS and ABILITY		
E4	Displays an awareness, understanding and commitment to the protection and safeguarding of vulnerable adults	A / I
E5	A working knowledge of the key principles of the National Health Service and Community Care Act and other relevant Social Services legislation relating to the provision of services for adult client groups, including people with physical disabilities, learning disabilities, mental health problems and older people	A / I
E6	Ability to work as a full member of the multi-disciplinary team, providing a social work service to patients and their families	A / I
E7	Ability to contribute to the team an understanding and assessment of psychological, emotional and social problems of individuals and families dealing with disability and impairment	A / I
E8	Ability to liaise with other Community Care Teams, Hospital Social Work Teams, Primary Care Teams and GP practices	A / I
E9	Ability to assess needs of individuals referred for social work assistance and conduct complex Community Care Assessments, including co-ordinating multi-disciplinary input into assessments	A / I
E10	Ability to undertake care planning, taking into account eligibility criteria, Joint Operational Policy and cost guidance and to negotiate packages of care with LBI and independent sector providers to meet assessed care needs	A / I
E11	Ability to act as a Senior Social Worker for individuals with a Community Care Plan	A / I

E12	Ability to facilitate the completion of Self Assessment Questionnaire's, Support Planning, Review Notes and other written records	A / I
E13	Ability to attend and chair reviews, case conferences and other meetings	A / I
E14	Ability to contribute to training courses for staff from other organisations working with older people	A / I
E15	Excellent written and oral communication skills, including IT, report writing, and negotiation skills	A / I
E16	Ability to use a computer for inputting and extraction of data and word processing with training, where necessary	A
E17	Ability to adhere to the Council's Equal Opportunities Employment Policy	A / I
E18	Ability to act as Practice Teacher and provide supervision and support to student social workers on placement	A / I
E19	Ability to prioritise and allocate appropriate work to Social Workers	A / I
E20	Experience of supervising staff and managing performance	A / I
E21	Ability to ensure that services are developed and delivered within an Equal Opportunities framework and according to the Council's quality standards	A / I
COMMITMENT TO EQUAL OPPORTUNITIES		
E22	Ability to adhere to the Council's Dignity for All policy	A / I
SPECIAL REQUIREMENTS OF THE POST		
E23	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure	
E24	This post requires registration with Health Care Professional Council (HCPC)	
E25	The post-holder may be required to work flexibly over a 7 day working week to fit in with the needs of the service.	
E= Essential		
*Assessed by: A= Application I= Interview		