

JOB TITLE: Practice Manager

GRADE: M2

REPORTS TO: Team Manager

TEAM: SASH Area Team

DEPARTMENT: Services for Young People, Children Services

The service aims to improve the lives of young people and their families. Using the skills and experience of its own staff and through a wider partnership it will deliver intensive multi-agency support through which vulnerable young people and their families are provided with effective, child-centred safeguarding interventions, underpinned by trauma informed practice.

Purpose of the Job

To support children and young people in achieving positive outcomes through delivering interventions to young people with the following presenting issues:

- Child Sexual and Child Criminal Exploitation
- Homelessness
- Family Breakdown - preventing children becoming Looked After
- Young People Missing from Home
- Young People at risk of radicalisation
- Children becoming Looked After
- Rehabilitating Young People home after a period of being Looked After
- Young People in the Criminal Justice System and at risk of entering the system

To manage a team of staff, providing performance management and supervision to achieve targets and deliver an effective service.

Main Areas of Responsibility

To support the Team Manager in the development of services and interventions for young people open to the team.

To allocate cases in conjunction with the team manager to team members for an effective assessment of need ensuring safeguarding practice and a responsive service, including ensuring quality assessment and meeting statutory requirements (CIN, CLA and Youth Justice).

To deputise for the team manager in making key decision making in relation to instigating strategy discussions, accommodation concerns and planning effective transitions with responsible services.

Ensure performance management, supervision, support and development of Social Worker and Adolescent Practitioners.

To work effectively as part of a multi-agency team and contribute to research and development of the team and lead on specific projects

Provide consultancy to professionals working with young people and families at a lower level of risk when appropriate

To audit and quality assure the case work undertaken by the team.

To ensure that there is accurate, comprehensive case management information of a high quality using specified electronic databases and comply with deadlines and statutory standards and requirements.

To represent the service and deliver the objectives working in partnership with other agencies.

To work flexibly across the County to meet the needs of young people.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Qualified and registered Social Worker with significant post qualifying experience, particularly with young people.
- Ability to communicate effectively with people from a range of professional backgrounds and varying seniority.
- Knowledge of current legislation relating to all aspects of safeguarding and promoting the welfare of young people and adults
- Knowledge of legislation relating to vulnerable groups

- Experience in providing case direction based on social work procedures
- Experience of performance managing staff.
- A working knowledge of risk assessment and risk management plans
- A working knowledge of quality assurance frameworks.
- Experience of assessing needs, customer focus and responding to change.
- A working knowledge of the agencies that deliver services for young people and adults
- Ability to work on your own and prioritise workload.
- Ability to work under pressure and to demonstrate a pro-active approach to problem solving.
- Ability to communicate effectively using a range of styles such as presentations, written reports and verbal and listening skills.
- Good planning and organisational skills.
- Ability to negotiate in all areas of the work.
- Experience of inter-agency and partnership working.
- Proven track record of innovative practice.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

The post holder has an important role in supporting the service development manager to develop a service and deliver the local authority responsibilities to young people on the edge of care and/or who may be being exploited.

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