

## Wirral Council: Job Role Descriptor

<b>Job Role:</b>	<b>Advanced Practitioner or Advanced Social Worker</b>
<b>Service:</b>	<b>Social Care</b>
<b>Reports to:</b>	<b>Manager</b>
<b>No. of Subordinates:</b>	<b>0</b>
<b>HR USE ONLY</b>	
<b>Job Role Ref:</b>	<b>PC</b>
<b>Job Family:</b>	<b>People Care</b>
<b>Grade:</b>	<b>PO8</b>

### JOB ROLE PURPOSE

Working within the Standards of conduct, performance and ethics as described by the Health and Care Professional Council (HCPC), ensuring compliance with legal, organisational and multi-agency requirements, take a lead role in ensuring that all operational social work practice involving safeguarding, adult protection and high level risk is of the highest possible standard and in accordance with relevant legislation and agreed policy, procedures and guidance.

### KEY TASKS

1. Manage a case load where circumstances and needs have indicated high levels of risk and complexity, multiple incidents of safeguarding, critical decision making in relation to investigation and protection arrangements and recourse to legal applications (court of protection).
2. Work alongside practitioners on cases where there are particularly high levels of complexity or risk.
3. Ensure that effective risk management, decision making and preventative work is undertaken to promote independence of individuals and carers whilst taking into account the need to safeguard people effectively.
4. Chair child or adult protection operational meetings where there are particularly high levels of complexity or risk.
5. Ensure that complex cases that involve partners and their respective legal, statutory and regulatory functions are referred to the Safeguarding Unit for wider consideration.
6. Support interventions that may require complex court work (court of protection).
7. Take a constructive approach towards innovation and changes in methods of working which best improve the outcomes for individuals.
8. Contribute to the development of safeguarding interventions related to the personalisation of social care and the implementation of these arrangements.
9. Lead on specific projects including service developments as required.
10. Authorise and quality assure reports, assessments & court documentation to ensure appropriate evaluation of risk & present evidence based statements to Court.

## KEY RESPONSIBILITIES

### People

Support and mentor practitioners in developing skills and expertise in safeguarding and the management of risk which will lead to improved outcomes for individuals.

Ensure that individuals and carers are involved in timely assessment support planning and review processes, and that care and support plans are person centred and focussed on individual outcomes.

Working with other professionals and partners to achieve effective integrated and joint working through initiatives that require a multi-agency approach.

Establish peer review learning initiatives in operational services and promote best practice and high standards of practice.

Act as a Practice Educator for students on placement and support staff on-going learning and development needs.

Identify professional development and training needs of employees and to share that with the relevant Team Manager.

Assist with the recruitment and selection of staff.

Develop and promote effective multi professional working when dealing with safeguarding cases with partner agency professionals.

Ensure that practitioners are effectively recording all documentation including day to day tasks and assessments.

Allocate and manage workloads to take into account experience, capacity, complexity and skills of workforce.

Work closely with the Safeguarding Officers to develop best professional practice, policy and procedural developments and implement an induction programme for all new staff in relation to safeguarding.

Develop networks between operational teams and external groups to promote safeguarding initiatives.

Contribute to dignity in care initiatives with external partners.

Responding to Councillors queries and attending Committee meetings when necessary.

### Financial

Offer advice and undertake assessments when necessary and relevant on financial support.

If appropriate engage with people to provide a clear discussion around financial implications of support provided including implications for self funders.

## **Strategic**

Contribute to the development of best operational practice including the completion of staff competency frameworks with social care practitioners with particular focus of skills development and building confidence.

Contribute to operational service and case reviews and make recommendations as to how to better ensure robust and comprehensive assessment, protection planning, review and recording in high risk and complex cases.

Contribute to the development of plans and the service on an operational and strategic basis.

## **Resources**

Provide interventions, care and support which ensure value for money.

Authorise the commitment of resources within defined levels of delegation where required.

Undertake targeted intervention as required to ensure that safeguarding investigations are completed in a timely manner.

## **Planning and Organising**

Plan, review and organise workload in conjunction with Manager to ensure deadlines are met and appropriate actions taken in a timely manner.

Demonstrate an ability to organise and prioritise workload and manage conflicting priorities within their caseload.

Produce and review personalised outcome focussed plans and assessments which promote independence and wellbeing.

## **Decision Making**

Work within agreed policies, procedures and legislation.

Work to a range of legal options to support investigation and protection.

Working with more complex situations the post holder at this level is expected to undertake cases independently and demonstrate an ability to adapt their approach accordingly.

Exercise high quality judgements, in situations of increasing complexity, risk, uncertainty and challenge.

Contribute to the supervisory process and on cases under their jurisdiction make decisions on their outcome in conjunction with their manager.

Escalate more complex issues to Manager.

## EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

### Essential Criteria

#### Qualifications:

- Social Work qualification e.g. Degree in Social Work; DipSW or equivalent level of professional qualification in Occupational Therapy.
- Be registered with the HCPC and able to evidence this.
- Evidence of continuing professional development in line with PCF.
- Relevant post-qualifying/vocational training courses.
- Required to undertake the practice educator award.

#### Knowledge & Skills:

- Able to demonstrate practice which supports the core principles of either the College of Social Work or Occupational Health and Families and Wellbeing Directorate.
- Knowledge of legislation relevant to the Service Area e.g.

#### Children and Families:

- Children Act 1989, 2004
- Children and families Act 2014
- Leaving care Act 2000
- Carers (Recognition of Services) Act 1995

#### Adults:

- Mental Health Act 1983 (MHA) and/or the Mental Capacity Act 2005 (MCA)
- Disability Discrimination Act 1995
- Care Act 2014
- Safeguarding
- Understanding of confidentiality and data protection requirements.
- Working in a multi-agency team.
- Able to communicate verbally and in writing with a range of people including families and professionals.
- Able to demonstrate organisational skills.
- Awareness of current practice issues and challenges facing Social Workers
- Commitment to anti-discriminatory practice.
- Able to work with individuals, families, carers/carer groups, irrespective of their circumstances and background.
- Must be willing to move across teams according to the needs of the service.

- An understanding of and an ability to deliver excellent customer service and to work in partnership with individuals, families, carers/carer groups, colleagues in the council and partner agencies.
- Sound assessment and interviewing skills.
- In depth knowledge of legislation ranging from vulnerable children, adults, mental health and capacity to assorted legislation on housing and criminal evidence.
- Up to date knowledge and understanding of government legislation relating to safeguarding.
- Understanding of legislation relating to mental capacity and associated issues.
- Ability to communicate well using a variety of methods depending on the situation.
- Ability to work effectively in partnership.
- Ability to supervise, support and mentor staff.
- Ability to plan, prioritise and organise own workload and time.
- Understanding of equal opportunities in relation to people who use services.

**Experience:**

- Experience of working with carers and families.
- Experience of working in a Local Authority setting.
- Experience of supervising others.
- Experience of chairing meetings.
- Experience of delivering training.
- Experience of working with vulnerable individuals and families.
- Experience of arranging support plans and/or packages of care.
- Demonstrate appropriate IT skills e.g. use of Microsoft Office etc.
- Experience of working with partner agencies in a professional capacity.
- Substantial post-qualification experience of working with children and/or adults in a statutory health or social care setting.
- Experience of joint working.
- Experience of undertaking safeguarding investigations, assessing and managing risk and planning appropriate interventions.
- Experience of involving people who use services and carers in consultation and partnership.

<b>Desirable Criteria</b>
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**Qualifications:**

- Recognised management qualification.

**Experience:**

- Experience of working with a range of families with different issues and needs.

<b>ADDITIONAL WORK ELEMENTS</b>
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Able to travel within or outside the Borough.

**Department of Adult Social Services**

Able to work five out of seven days a week on a rota basis. This includes weekends and unsocial hours.

**Children's and Young Peoples Department**

Required to work outside office hours when necessary.

**NOTE:**

**The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.**

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

**Signed Head of Service**

**Date**

Emma Taylor,

9<sup>th</sup> February 2015

Head of Specialist Services, Children's and Young People Department

Chris Beyga,

Head of Delivery, Department of Adult Social Services

9<sup>th</sup> February 2015