

# Hertfordshire County Council Job Outline



**JOB TITLE:** Advanced Practitioner  
Social Workers and Occupational Therapists  
**GRADE:** M1-M2  
**REPORTS TO:** Deputy Team Manager/ Team Manager  
**TEAM:** Integrated Discharge  
**DEPARTMENT:** Adult Care Services

## Purpose of the Job

To contribute effectively and professionally to the work of the Community Learning Disability Team (CLDT) and / or Older People and Physical Disability Teams (OPPD)

Specifically; to provide expert information, advice and guidance in complex situations as well as assessing, planning, commissioning and brokering services to meet needs and deliver outcomes in such situations. The Advanced Practitioner (AP) works in partnership with service users, their families and carers to ensure personalised approaches, in line with the Adult Social Care Outcomes Framework. As well as developing wider co-produced projects and policies that further enhance personalised approaches to service delivery

The AP leads and develops practice within the service to ensure that individuals are supported to retain involvement or become involved in their local communities. This could be through accessing local facilities and promoting Service Users' equalities and rights, ensuring that models of practice and delivery are modern and up to date within the wider service. The AP works with the wider community and its inherent organisations, groups and connections in order to support community capacity and networks.

The AP leads on peer development and learning in conjunction with development programmes and workforce strategy and provides coaching, mentoring and supervision as appropriate.

More broadly the AP supports the delivery of the HCS vision to the People of Hertfordshire so that they feel well informed about what's available to them so they can lead safe, happy and healthier lives in a way they choose. They feel valued and listened to, have independence and a range of positive things to do. We offer the

best and most responsive services in the country. These are services our staff feel proud to deliver and would be pleased to receive.

## **Main Areas of Responsibility**

### **Responding to complex needs**

Provides professional leadership in situations which are complex or ambiguous

Uses analytical skills and evidence based practice to inform assessment, decision making and interventions

Proactively case manages and undertakes proportionate assessments and effectively risk manages complex situations with people who use our support and services

Completes support planning with service users to ensure that outcomes identified at assessment are met through the provision of support, equipment, adaptations and enabling programmes

Works collaboratively in partnership with other organisations, community groups and community members (in all settings) to achieve positive outcomes for service users and carers

Proactively engages with, assists and provides advice to carers, conducting carers assessments when appropriate, to enable them to sustain their caring role

At the higher grade understands when to take positive risks within agreed parameters

### **Ensure effective safeguarding and risk management**

Acts as the lead professional in safeguarding situations in inter-agency and inter-professional situations

Assesses and manages risk, knowing how to intervene proportionately and ensuring people are protected from harm, while protecting their human rights

Takes positive risks within an agreed framework

Carries out safeguarding investigations and provides expert knowledge of Safeguarding processes, policy and case law

Works within Hertfordshire safeguarding frameworks to ensure vulnerable adults are protected

At the higher grade, chairs safeguarding investigations and undertakes relevant audits as well as quality monitoring of social work practice

### **Addresses adversity and social exclusion**

Acts as the lead professional when an adult is at risk of social exclusion and assist people to deal with adverse circumstance such as poor health, poverty, inadequate living conditions; as well as maximising the strength of individuals, their families and their communities

Actively promotes Equality and Diversity and challenges discrimination

### **Promote independence and autonomy**

Acts as the lead professional where a person is severely constrained by social or family circumstance and provides support to achieve a reasonable degree to independence and autonomy

Uses a person centred approach, developing creative and personalised solutions to assist people to manage their health and lives independently for as long as possible

Promotes independence, well-being: choice and control within a personalisation framework and flexible use of self-directed support

Undertakes preventative work to promote independence and self-management both with individuals and within wider project work

### **Prevention and early intervention**

Acts as the lead professional when a person's health or capacity is deteriorating or likely to deteriorate (without intervention) and the alternative may be premature admission to institutional forms of care or a legal intervention by the state

### **Demonstrate HCC Values and Behaviours and Professional Standards**

Carries out duties in a timely and responsive manner, in line with Social Work England (SWE) standards, Professional Standards, Codes of Conduct and HCC's Values and Behaviours framework

Maximises efficiencies in care planning through consideration of charging systems and other funding streams

Keeps and maintains accurate, up to date service user records, in line with professional requirements and departmental recording methods

Maintains accurate and up to date knowledge of resources through continual professional development, supervision and active engagement with local communities

### **Development of Self and Others and Supervision**

Mentors and supervises staff, delivers induction programmes and training

Actively contributes to the practice development and leads local peer group meetings

Acts as a lead within the team on policy, procedure and practice and disseminate this to other team members using appropriate methods

Takes responsibility for own professional development in line with own Personal Development Plan, and performs at an appropriate level of competence

Colleagues are expected to undertake specialist training as career progresses  
Takes part in specific departmental projects and undertakes tasks as required by Team Manager / Deputy Team Manager

At the higher grade:

Supports workforce development initiatives and provides expert advice regarding the social work workforce.

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.

### **LOCAL GOVERNMENT ASSOCIATION: STANDARDS FOR EMPLOYERS OF SOCIAL WORKERS AND SOCIAL CARE WORKERS (ENGLAND)**

Hertfordshire County Council promote the Local Government Associations 'The Standards for Employers of Social Workers and Social Care Workers in England'  
The purpose of the Standards is to sustain high quality outcomes for service users and their families/ carers/communities. The Standards for Employers are devised into three focal areas:

- Enabling employers to provide a well led social environment
- Enabling social work professionals to maintain their professionalism
- Enabling them to practice more effectively.

### **Additional Information**

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.

### **Special Requirements**

As a requirement of this role the post holder will need to have a full UK Driving Licence. You will required to travel to visit clients in their homes and at other venues, and to attend meetings at sites other than own work base.

## **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.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available 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.

## **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.**



INVESTOR IN PEOPLE

## Advanced Practitioner M1

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Qualified Social Worker or Qualified Occupational Therapist registered with Social Work England (SWE)</li> <li>• Relevant specialist post qualifying and or post graduate training</li> <li>• Actively undertakes a specialist role e.g. AMHP, Practice Educator, Moving &amp; Handling, Housing solutions lead or equivalent, or agreement to undertake these roles within the first year</li> <li>• Works at the required level of the professional capabilities framework (see appendix 1-3)</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Mental Health Professional</li> <li>• Practice Educator Qualification</li> <li>• Best Interest Assessor practitioner</li> <li>• Moving &amp; handling qualification</li> <li>• Housing solutions qualification</li> </ul>
<b>Relevant Demonstrable Experience of:</b>	<ul style="list-style-type: none"> <li>• Works with vulnerable adults and or children within a health and social care setting</li> <li>• Involvement in multi-agency work</li> <li>• Experience of student supervision</li> <li>• Applied use of Social Care &amp; Health Care &amp; Housing legislation</li> <li>• Finds innovative solutions to meet identified needs of service users</li> <li>• Safeguarding processes and investigations</li> <li>• Moving and Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Applied use of at least one of the following of Mental capacity Act; Mental Health Act; care Management; Continuing Health Care, Care Programme Approach</li> <li>• Experience of Staff supervision &amp; development planning</li> <li>• Chairing safeguarding investigations</li> </ul>
<b>Knowledge &amp; applied understanding of:</b>	<ul style="list-style-type: none"> <li>• Adult Social care and legislation, strategies and guidance relevant to the post</li> </ul>	<ul style="list-style-type: none"> <li>• Works within a scheme of delegated authority</li> </ul>

	<ul style="list-style-type: none"> <li>• Social work or Occupational therapy assessment, occupational performance &amp; analysis care management and safeguarding</li> <li>• Risk management and positive risk taking</li> <li>• Human rights legislation and how these laws protect the rights of adults</li> <li>• The integration agenda - Working as part of a multi-disciplinary / multi-agency team</li> <li>• The personalisation agenda and applying creative problem solving to maximise independence</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Exceptional communication &amp; interpersonal skills with individuals, families, groups, staff</li> <li>• Strong IT skills; reporting, recording, written</li> <li>• Ability to assess and record eligible and non-eligible needs, drawing on evidence based practice to inform your response</li> <li>• Acts in a self-directed, proactive way to identify / develop opportunities ideas &amp; innovation</li> <li>• Keeps calm and focussed under pressurised and challenging circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Mentors, coaches, supports and supervises other qualified care professionals to be accountable, proactive, innovative, autonomous and to enhance performance.</li> <li>• Analytically interprets research, audits, case law and present to colleagues in an accessible way to inform practice.</li> <li>• Actively and creatively develops team members' capabilities in line with service objectives and professional standards</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Works within a defined Values and Behaviours Framework</li> <li>• Evidence of core values and behaviours relevant to SWE – Standards of Proficiency for Social Workers or Occupational Therapists</li> <li><input type="checkbox"/> Motivated, reliable, dependable, self-confident with an ability to work autonomously</li> <li><input type="checkbox"/> Ability to promote independence and community based</li> </ul>	

	solutions <ul style="list-style-type: none"> <li>• Reflects on experiences to enhance and inform own practice and decision making</li> </ul>	
--	--	--

### Advanced Practitioner M2

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Qualified Social Worker registered with Social Work England (SWE)</li> <li>• Relevant specialist post qualifying and or post graduate training</li> <li>• Works at the required level of the professional capabilities framework (see Appendix 1-3)</li> </ul>	<ul style="list-style-type: none"> <li>• Approved Mental Health Practitioner</li> <li>• Practice Educator Qualification</li> <li>• Best Interest Assessor practitioner</li> </ul>
<b>Relevant Demonstrable Experience of:</b>	<ul style="list-style-type: none"> <li>• Works with vulnerable adults and or children within a health and social care setting</li> <li>• Involvement in multi-agency work</li> <li>• Experience of student supervision</li> <li>• Applied use of Social Care &amp; Health Care legislation</li> <li>• Finds innovative solutions to meet identified needs of service users</li> <li>• Safeguarding processes and investigations.</li> <li>• Ability to reflect on experiences to enhance and inform own practice and decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Applied use of at least one of the following of Mental capacity Act; Mental Health Act; care Management; Continuing Health Care, Care Programme Approach</li> <li>• Experience of Staff supervision &amp; development planning</li> <li>•</li> </ul>

<p><b>Knowledge &amp; applied understanding of:</b></p>	<ul style="list-style-type: none"> <li>• Adult Social care and legislation, strategies and guidance relevant to the post</li> <li>• Safeguarding statutory responsibilities, including Making Safeguarding Personal</li> <li>• Risk management and positive risk taking</li> <li>• Human rights legislation and how these laws protect the rights of adults</li> <li>• The integration agenda - Working as part of a multi-disciplinary /multi-agency team</li> <li>• The personalisation agenda and applying creative problem solving to maximise independence</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a scheme of delegated authority</li> </ul>
<p><b>Skills &amp;</b></p>	<ul style="list-style-type: none"> <li>• Exceptional communication &amp; interpersonal skills with individuals,</li> </ul>	<ul style="list-style-type: none"> <li>• Mentors, coaches, supports and supervises</li> </ul>

<p><b>Abilities</b></p>	<p>families, groups, staff</p> <ul style="list-style-type: none"> <li>• Strong IT skills; reporting, recording, written</li> <li>• Ability to assess and record eligible and non-eligible needs, drawing on evidence based practice to inform your response</li> <li>• Acts in a self-directed, proactive way to identify / develop opportunities ideas &amp; innovation</li> <li>• Keeps calm and focussed under pressurised and challenging circumstances</li> </ul>	<p>other social work staff to be accountable, proactive, innovative, autonomous and to enhance performance.</p> <ul style="list-style-type: none"> <li>• Analytically interprets research, audits, case law and present to colleagues in an accessible way to inform practice.</li> <li>• Actively and creatively develops team members' capabilities in line with service objectives and professional standards</li> </ul>
<p><b>Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Works within a defined Values and Behaviours Framework</li> <li>• Evidence of core values and behaviours relevant to SWE - Standards of Proficiency for Social workers</li> <li>• Motivated, reliable, dependable, self-confident with an ability to work autonomously</li> <li>• Ability to promote independence and community based solutions</li> <li>• Reflects on experiences to enhance and inform own practice and decision making</li> </ul>	

