

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Department: Adult Social Care

Location: Various

Post: Lead Practitioner

Grade: J (SCP42-46)

Responsible To: Team Manager

Responsible For: Qualified and unqualified team members

JOB PURPOSE

To support the Team Managers in the management, development and leadership of the social work team in order to deliver high quality assessments and support plans that address the needs of vulnerable people through the commissioning of individual packages of care that lead to improved outcomes, whilst managing the reputation of the Service and the Council.

To support social workers in managing complex caseloads and depending on local circumstances, the post holder will carry an agreed workload of complex or specialist cases as required.

To deputise where required in the absence of a Team Manager.

MAIN DUTIES

Practice

1. Ensure the Council meets its statutory obligations to safeguard adults, complying with legislation, policy and procedures and relevant frameworks.
2. Work within safeguarding frameworks to investigate and manage risk of significant harm.
3. Ensure that the assessment , support planning and reviewing process leads to the effective commissioning of personalised packages of care and the efficient use of resources.
4. Ensure that all information is gathered to inform risk assessments and critically analysed to inform plans.
5. Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, in accordance with policy, procedures, guidance and legislation.
6. Ensure that casework decision making of both self and others is robust by providing challenge and critical reflection with detailed analysis informing professional judgements
7. Encourage and ensure that vulnerable people and significant others are involved in and contribute to assessment planning, interventions, decision making and reviews, whilst meeting statutory responsibilities and ensuring views and wishes are heard and recorded accurately.
8. Work collaboratively with internal and external colleagues to co-ordinate service delivery. To chair/contribute to multi agency and Service meetings.
9. Undertake work within legislative frameworks including the preparation of written statements and representation to the judiciary at Court hearings.

10. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities, and the methods derived from them
11. Have delegated responsibility for the supervision and development of team members, including Assessed and Supported Year in Employment (ASYE) and social work students, ensuring high quality standards of performance and practice.
12. Model effective communication skills appropriate to role and communicate effectively in highly charged or challenging circumstances.
13. Ensure both own reports and those of others are up to date, of a high quality and submitted according to appropriate timescales
14. Maintain own Continuous Professional Development and develop a high level of professional knowledge through research, and reading, providing a source of expertise and developing specialist knowledge as required. To develop the required management knowledge and expertise.
15. Promote leading edge innovative best practice across all tiers of the team.
16. To ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Department facing court proceedings.
17. Undertake any other duties, as directed from time to time, to meet the exigencies of the service.

Resources

1. Be involved in decision making in relation to resource allocation, service delivery, closure of work and all day to day operational matters whilst achieving best value in the way those services are delivered.
2. Ensure that resources are used to optimum efficiency including effective management of devolved budgets.
3. Actively engage in risk management policies, procedures and practice and to advise the Team Manager of resource shortfalls and recommend improved methods of working where appropriate.

Performance Management

4. As a member of the leadership and management team to contribute to the strategic and policy developments in the area of work/service.
5. Contribute to performance targets and performance management including supporting the manager in the development and monitoring of team plans; the delivery of effective personal professional supervision and mentoring; performance development reviews; management of disciplinary issues; and provision of statistical and performance management information relating to the work of the team.
6. Assist in the establishment, management and maintenance of monitoring systems for assessment and case management in order to maintain effective professional, managerial and budgetary control.
7. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.
8. Use, monitor and support the use of the Integrated Adult's System (IAS) in-house database and fully utilise the capability of the system across the team.

9. Deputise for the Team Manager in his/her absence ensuring high quality and effective social work practice
10. Contribute to the professional development of the team, students and volunteers.
11. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.

SPECIAL CONDITIONS (if applicable)

N/A

GENERAL:

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

This job description applies to a number of jobs within Adult's Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the Service and the Council. You may be required to be available to contribute to the Out of Hours Service.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the Order applies.

Prepared by:

Name

Adult Social Care

Designation

Adult Social Care

Date

September 2018

SEFTON COUNCIL – PEOPLE DIRECTORATE
PERSON SPECIFICATION

Please read the guidance notes before completing your application form. Please demonstrate, with examples, how you meet the criteria for the post, as set out below.

Job Title: Lead Practitioner

Post Number: Various

Criteria	Essential	Desirable	Assessment Method
Qualifications	Social Work/Occupational Therapy/Nursing Degree or equivalent		C
	Current registration with HCPC		C
Experience	Significant post qualification experience in statutory Adult's Social Care service.	Experience of supervising qualified and unqualified social work and social care staff.	A/I
	Experience of complex case management.		A/I
	Experience of working in a multi-agency environment.		A/I
		Experience of working and reporting within a court environment.	A/I
Demonstrable skills, knowledge and aptitudes	To be able to plan and organise own time, create work schedules prioritise and set schedules for self and others.		A/I
	Applying effective conflict resolution skills.		A/I
	Solution focused approaches to problem solving and make decisions of a highly complex nature with consideration of associated risk.		A/I
	Cascading and incorporating new guidance and procedure into work quickly and effectively and use to inform professional decision making.		A/I
	Providing guidance on decision making and encourage critical reflection on practice.		A/I

	<p>Demonstrate advanced skill level in applying needs-led assessment and planning.</p> <p>Work in partnership to communicate effectively, undertake direct work with vulnerable adults and their families and make informed person-centred judgements.</p> <p>Produce excellent person centred and outcome focused reports and plans.</p> <p>Demonstrate strong organisational skills and ability to prioritise and manage fluctuating caseloads of self and others</p> <p>Take advantage of, and support others in the effective use of information technology, including IAS.</p> <p>Work within professional and ethical standards including the HCPC Code/Standards of Conduct for Social Workers.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Special requirements	<p>This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act; the successful candidate must be able to obtain satisfactory Enhanced Disclosure and Barring Service (DBS) check in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.</p>	<p>This post is designated casual car user.</p>	<p>C</p>
Other	<p>Ability to understand and demonstrate a commitment to equality and diversity.</p> <p>Ability to demonstrate commitment to own professional development and that of other colleagues.</p> <p>Must be legally entitled to work in the</p>		<p>A/I</p> <p>A/I</p> <p>C</p>

	<p>UK.</p> <p>The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoking breaks during work time.</p>		
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