

## Job Description

<b>Job Title</b>	Senior Practitioner
<b>Directorate</b>	Adult Social Care and Health
<b>Service Area</b>	Adult Access
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£49,746 - £54,916
<b>Job Type</b>	Hybrid
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS Adult Workforce and Adult Barred List
<b>Job Evaluation Ref No</b>	A8851

## Job Purpose

To contribute to the operational delivery of an effective Adult Social Care Service, including line management of social workers and social care assessors, working as part of a team, responsible for promoting the wellbeing of adults with care and support needs, undertaking assessments and support planning and adult-safeguarding work, and continuously improving outcomes.

Embed a strength-based approach to assessment with outcomes where people have wider choice and control over their well-being.



Through every interaction, apply the Prevent, Reduce, Delay principles of the care act to promote independence and wellbeing.

To provide professional leadership and supervision to social workers and social care practitioners in a designated area with focus on raising the standards of care that delivers improved outcomes for people.

To support social workers and social care assessors to enable them to plan and codesign innovative individual care and support plans with service users and carers.

To ensure that regular monitoring and reviews of care and support plans are carried to check and confirm that the outcomes for the person are being addressed and met.

To mentor staff to establish and adhere to quality practice standards, including budget and performance management.

To be responsible for social work provision including managing own caseload of complex cases whilst managing the reputation of the directorate and Council and complying with national and service procedures and guidance.

To support the Team Manager in delivering high quality services and support to people, within agreed budgets and performance requirements.

**Where agreed:**

To act as an Approved Mental Health Professional (AMHP) on behalf of the Council, if appropriately qualified and warranted to do so.

## **Directly Responsible For:**

Social workers, Social Care Assessors and other practitioners commencing with the role.

Professional mentoring of others as required by the Team Manager.

## **Directly Responsible To:**

Team Manager

## **Main Areas of Responsibility:**

### **Service & Operations**

- Provide line management of social workers, social care assessors and other roles as directed by the Team Manager
- Hold and effectively manage a complex and varied caseload with appropriate supervision, guidance and support, reflecting the function of the team and Adult Social Care in accordance with policy, procedures, guidance and legislation
- Ensuring a strength-based conversation tailored to people's needs underpins all conversations and assessments
- To support social workers in analysing case work in preparing reports to the Court of Protection applications and statements to the Court
- Undertake work within legislative frameworks including the preparation of written reports, statements and representations to the judiciary at Court hearings and applications to the Court of Protection
- Accountable for complex decision making and risk management in relation to caseloads ensuring professional judgement, evidence-based tools, critical reflection and analysis to inform this

- Support and enable social workers undertake risk management plan and assessments and communicate skilfully and confidently in complex or high-risk situations and escalate to senior management, as appropriate
- Attend and represent the team and directorate at a range of multi-disciplinary forums and undertake the role of Chair, as required and appropriate
- Undertake direct work with people, carers and families in line with interagency safeguarding adult policy and procedures
- To make appropriate assessment and act as care navigator for the individuals presenting with eligible social care needs within appropriate time limits and in collaboration with health and other agencies
- Be accountable for own practice in relation to budget and performance requirement
- To plan relevant responses to meet individual needs in collaboration with carers, advocates and representatives in consultation with health and other agencies
- To ensure the delivery of the service to meet assessed needs and outcomes within financial resources available
- To maintain an effective system for coordination, monitoring and reviewing support plans and service standards, to identify gaps in service or unmet need and advise line manager and commissioners
- To work jointly with Social Care Assessors and social workers by identifying appropriate tasks or areas of work in agreement with the Team manager
- To offer coaching and mentoring support to social care assessors and social workers to uphold legislative frameworks and embed high quality practice standards
- Social workers who hold an Approve Mental Health Professional (AMHP) qualification to undertake appropriate duties specific to this role. In doing this AMHP's will work closely with acute, primary and community services.

As agreed with the post holder, to participate in the Out of Hours AMHP rota

- Undertake mental capacity and best interests' assessments
- Undertake carers' assessment and support plans
- Work co-operatively with colleagues and in partnership within the Council and across multi - agency boundaries
- To work in partnership, or as part of, an integrated team of allied health professionals (AMHP)
- To participate in audits of the service against quality practice standards, identifying areas of poor practice and taking appropriate actions to address them
- Model inclusive practice in relation to identity and diversity, challenging any issues of concern
- Take responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development
- Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice and maintain a record of continuous professional development to support continued registration with Social Work England
- Take responsibility for the professional learning and development of self, including participating in team meetings and contributing to the development of the team
- Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales
- Ensure that expenditure on cases is properly authorised and recorded.
- 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

- Adhere to and embed the city council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

### **Senior Practitioner - Additional key responsibilities:**

- To participate in the duty system
- For specified teams there may be a requirement to work within a seven-day or 8am to 8 pm service to deliver integrated services with health and where there is a demonstrable need due to the council's legal duties under the Care Act 2014 and other relevant legislations
- Take responsibility for the professional learning and development of self and others including participating in team meeting and contributing to the development of the team
- Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
  - data entry on Liquid Logic and any other electronic tools or database,
  - data required for specific PIs/targets.
- To ensure due consideration is given to any legal and human rights of the individuals concerned in all social work and social care interventions
- To fulfil the duties required of a Best Interest Assessor as defined by Mental Capacity Act (2005) and relevant Codes of Practice and local policy, if appropriately qualified
- To fulfil the duties required of an Approved Mental Health Professional as defined by the Mental Health Act (1983, amended 2007) and relevant Codes of Practice and local policy

- In addition to post holder principal duties the post holder will be expected to contribute more widely to the overall development of the service and Council
- 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
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

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

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 its grading.

This job description applies to a number of jobs within adult social care, the team (and office location) that staff undertaking this job description are allocated could change at the discretion of management following consultation with the individual post holder.

### **Supervision and Management Responsibility:**

- Having delegated responsibility for the coaching and mentoring of team members; including ASYEs, Social Workers Social Care Assessors, and Social Work students / apprentices) ensuring high quality standards of performance and practice
- Line management for Social Workers and Social Care Assessors, as directed by the Team Manager

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance, deliver within budget and seek savings and efficiencies and explore opportunities to draw funding where appropriate.
- Explores different options for funding services
- Ensure that public resources are used with utmost efficiency, including effective management of devolved budgets

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

- Support best practice to integrate the principles of social inclusion, social justice and economic wellbeing within practice

## Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- To adhere to and embed the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Social Work degree or equivalent (A)
- Current registration with Social Work England (A)

### Desirable

- Evidence of continued professional development as follows:
- Where agreed: Approved Mental Health Professional status, or will be approved within 3 months and / or
- Have a qualification as, or will undertake training in, and practice as a Best Interest Assessor

## Experience

### Essential

- Significant post qualification experience (minimum of 2 years post ASYE) as a qualified social worker in statutory Adult Social Care services (A,I)
- Experience of working with adults with complex care and support needs and providing peer support for others with such cases (A,I)
- Experience of working in a multi-agency environment (I)

- Experience of practising a strengths-based approach to social care; working in partnership with adults with care needs on their outcomes and with their families (A,I)
- Applied knowledge of Community Care Legislation and subsequent guidance, including Care Act 2014, Mental Capacity Act 2005, Amendment 2009, Mental Health Act 1983/2007 and adult safeguarding policies and procedures (A,I)
- Experience of completing assessments and support plans and generating these through information technology (A)
- Experience of coaching and mentoring qualified and unqualified social work and social care staff, including trainee Social Workers and AMHPs (A)

## Desirable

- Experience of providing assessment and care management services to a multi-cultural population
- Experience of applying financial consideration to own service activities, monitoring expenditure through reviewing individual needs and ensuring true value for money is delivered

## Skills/Abilities

### Essential

- Ability to work within professional standards applicable to the role – e.g., Social Work England Professional Standards, Mental Health Act regulations (A)
- Ability to apply statutory guidance and related Codes of Practice– particularly Care Act (2014), Mental Health Act (1983, amended 2007), Mental Capacity Act (2005) Amendment (2009) (A,I)

- Ability to research, cascade and incorporate new guidance, case law and procedure into work quickly and effectively; and use to inform professional decision making (A,I)
- Ability to demonstrate skill in undertaking asset/strengths-based approach to assessment and an outcome focused approach to support planning in partnership with people/carers (A,I)
- Ability to demonstrate excellent organisational skills and to prioritise and manage fluctuating caseloads/service demands producing work to a high standard within timescales (A,I)
- Ability to effectively undertake partnership working with adults with care and support needs and their families/carers/advocates and other agencies involved in their care (A,I)
- Ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues (A,I)
- Ability to work within professional and ethical standards including Social Work England Professional Standards, and undertake Continuous Professional Development and record accordingly to reflect on practice and maintain registration (A,I)

## Desirable

- Ability to work within Practice Standards and relevant Quality Assurance Framework to meet the demands of the services and provide work to a high standard within set timescales
- Ability to demonstrate strong organisational skills and ability to prioritise and manage fluctuating work and caseloads of self and others
- Ability to apply effective conflict resolution skills
- Ability to apply solution focused approaches to problems solving and make decisions of a highly complex nature with consideration of associated risks

- Ability to provide guidance with decision making and encourage critical reflection on practice to self and others
- Ability to produce written reports of a high standard for a variety of audiences
- Ability to delegate and monitor work of others social work staff and trainees
- Ability to take advantage of, and support others in the effective use of information technology, including Liquid Logic

### Key Competencies:

- Developing Productive Relationships: builds effective working relationships with a diversity of individuals and groups
- Communicating in Writing: produces clear, succinct and well-structured written work which creates a positive impact on recipients
- Communicating Orally: conveys messages effectively, creating a positive impact on the listener
- Being Financially Aware: fully considers the financial dimension to own activities, monitoring expenditure through reviewing individual needs and ensuring true value for money is delivered
- Resilience and Flexibility: works to the highest standards, shows ability to manage- competing priorities and retains due professionalism at all times
- Creating Person Centred Services: achieves customer satisfaction by identifying genuine needs and jointly developing effective solutions.
- Promoting Diversity: promotes respect for all people, recognises differing needs and expectations and challenges all oppressive practice
- Minimising Risk: ensures that risks to people, colleagues and self are minimised

## Commitment

### Essential

- Ability to demonstrate commitment to own professional development and that of other colleagues (A,I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level