

Title Advanced Social Work Practitioner (Band C)	Department Adult Social Care, Health & Public Protection	Post Ref
Job Purpose To provide professional supervision and/or leadership of staff, working in partnership with the manager, staff and others and contribute towards an effective an efficient team service. To be responsible for both the assessment of individual needs and the initiation and co-ordination of a range of outcomes to meet them, promoting the principles of choice and control, personalisation and self-directed support to ensure that service users can assess and manage their own needs, risks and uncertainties.		
Key Responsibilities <ol style="list-style-type: none"> 1. Provide a lead practitioner role in the team: supporting the development of good, evidence based practice particularly in the key areas of safeguarding and the Mental Capacity Act. 2. Promote independence and personalisation across the team to ensure that service users can assess and manage their own needs, risks and uncertainties within their chosen living environment and meet their identified short and long term goals. 3. Ensure those within the team identify potential reablement opportunities and provide access to those services as required. 4. Undertake the role of AMHP or BIA, relevant to service area. 5. Lead on professional development issues; including the encouragement of the professional development of staff through supervision, mentoring and identifying and developing learning and development needs within the context of the service. 6. Provide regular and appropriate professional supervision to support, mentor and develop staff in line with approved professional standards, service and team plans. 7. Carry a reduced caseload of highly complex and specialist work, commissioning services within available resources. 8. Ensure effective completion of annual reviews, management and allocation of cases to staff. 9. Plan, manage and prioritise workload. 10. Resolve service delivery issues within available resources. 11. Prepare and present clear concise reports as necessary. 12. Chair meetings effectively and represent the department in a professional and effective manner. 	Key Accountabilities <ol style="list-style-type: none"> 1. Providing case work supervision and professional mentoring for social care staff within their area of responsibility. 2. Alert Team Manager of issues that could affect performance or budget 3. Provide leads in specific key areas in order to meet service requirements. 4. Develop and maintain appropriate partnership arrangements in their area of responsibility. 5. Ensure the principles of continuous improvements and best value are adopted and maintained at a team level 	

13. Improve customer satisfaction levels for the service and inform managers of changes to the operational environment including customer satisfaction issues. 14. Communicate effectively and appropriately at all levels. 15. Liaise effectively within the department and other agencies and work effectively as a member of a multidisciplinary team. 16. Have regard at all times for the confidential nature of the work and not discuss or disclose information to unauthorised parties	
The post holder will perform any duty or task that is appropriate for the role described	

<i>Person Specification</i>	
Education and Knowledge <ol style="list-style-type: none"> 1. A Social Work Qualification recognised by the Health and Care Professions Council (HCPC). 2. Registered with the HCPC. 3. Approved Adult Mental Health Practitioner (AMHP) or Best Interests Assessor (BIA). 4. Knowledge and experience of safeguarding of adults work within multi-agency procedures. 5. Practice Teaching award and /or Approved mentor (desirable). 6. Knowledge and experience of staff supervision, training and development. 7. Knowledge and understanding of relevant legislation relating to Adult Social Care, including knowledge of national and local policy and procedures in relation to children and families. 	<i>Personal skills and general competencies</i> <ol style="list-style-type: none"> 1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties. 2. Sets an excellent example of customer care for other staff. 3. Effectively sets direction for a team providing motivation for all to deliver high performance. 4. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness 5. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness 6. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards 7. Takes an active role in managing risk, health and safety and safeguarding issues.
Experience <ol style="list-style-type: none"> 1. At least 2 years working as a qualified experienced Band B Social Worker or equivalent. 2. Experience of complex casework responsibility including safeguarding and Mental Capacity Act, AMHP or BIA, and experience of supervising and mentoring. 3. Experience of facilitating complex multi-agency meetings together with sound decision making skills. 4. Experience of multi-disciplinary working especially with health agencies, independent sector and other agencies 5. Experience of supporting service users in relation to risk management, outcome planning and multi-disciplinary working 	

Role Dimensions

1. Providing effective professional support and leadership and reflective practice mentoring to teams in their service area.
2. Undertake some delegated tasks as required such as approving assessment & support plans as appropriate.
3. Support the team to deliver the Adult Social Care Strategy.
4. Support the manager in managing systems in accordance with County Council policy and procedures.
5. Acting as a professional lead in specific service areas as required by the post.
6. Participate in countywide rotas for AMPH/BIA as relevant.
7. Support the team in workload management, time management and case management within their area of service.
8. Participate in and present relevant continuous professional development opportunities across service area.
9. Providing support to managers in connection with the recruitment, appointment, induction of staff, capability and performance issues.
10. Act as Safeguarding Manager within adult safeguarding policy and procedure when required.
11. Contribute to and support the manager in the development and implementation of team business plans.
12. Contribute to and support the manager in the identification and development of service improvements.

Please attach a structure chart

Date 08/06/2016

Title	Department	Post Ref.
Senior Practitioner: Occupational Therapist	Adult Social Care, Health and Public Protection	
Job Purpose To provide professional occupational therapy supervision and leadership of staff, working in partnership with managers, staff and others to deliver an effective and efficient Occupational therapy service. To be responsible for both the occupational therapy assessment of individual needs and the initiation and coordination of a range of outcomes to meet them, promoting the principles of choice and control, personalisation and self-directed support to ensure that service users can assess and manage their own occupational performance needs, risks and uncertainties.		
Key Responsibilities 1. Maintain a small, specialist occupational therapy caseload and be responsible for the assessment, support planning and review of complex individual needs and then initiate and co-ordinate a range of outcomes that promote independence. 2. Undertake occupational therapy assessments using a range of health and social care tools: activity analysis, graded goal setting, environmental risk assessments, moving and handling risk assessments, Mental Capacity assessments and continuing healthcare assessments for OT specific reasons. 3. Be a lead practitioner to support the identification of potential re-ablement opportunities and promotion of independence to ensure that service users can assess and manage their own needs and meet their identified short and long term goals. 4. Be a lead practitioner to promote independence and personalisation to ensure that service users can assess and manage their own needs, risks and uncertainties within their chosen living environment, to meet their short term and long term occupational performance goals. 5. Be a lead practioner in the team, supporting the development of good occupational therapy evidence based practice, in relation to: activity analysis, graded goal setting, environmental risk assessments, moving and handling risk assessments, Mental Capacity assessments and continuing healthcare assessments, for OT specific issues. 6. Lead on professional development issues: including encouragement of the professional development of staff through supervision; including mentoring, and identifying and supporting with learning and development needs as appropriate to the context of the service.		Key Accountabilities 1. Effective occupational therapy professional support and development of staff, to secure high levels of performance 2. 3. Alerting Team managers of issues that could affect performance 4. Developing and maintaining appropriate partnership arrangements in their area of responsibility. 5. Ensuring the principles of continuous improvement and best value are maintained at a team level. 6. Supporting the managers in overseeing allocation of occupational therapy casework at a level commensurate with individual's abilities and experience.

<ol style="list-style-type: none"> 7. Provide regular and appropriate occupational therapy professional supervision to support, mentor and develop staff in line with approved professional standards, service and team plans. 8. Providing professional support, mentoring, advice and guidance to other staff and colleagues building positive relationships and partnerships. 9. Plan, manage and prioritise workload 10. Prepare and present clear concise reports, as necessary. 11. Chair meetings effectively and represent the department in a professional and effective manner 12. Resolve service delivery issues within available resources. 13. Improve customer satisfaction levels for the service and inform managers of changes to the operational environment including customer satisfaction issues. 14. Ensure effective completion of annual reviews, management and allocation of cases to staff. 15. Provide a lead role with responsibility for areas of occupational therapy specialism, such as: specialist equipment provision, assistive technology, complex moving and handling, major housing re-design and Disabled facilities grant adaptations 16. Take lead responsibility for specific occupational therapy service development or policy development. 17. Support managers to meet safeguarding adult's policies and procedures. 	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

<p>Person Specification</p>	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. An occupational therapy qualification recognised by the health and care professional council (HCPC) 2. Registered with the HCPC 3. Evidence of post graduate study or Practice Educator or BIA or AMPHs is desirable. 4. Knowledge and understanding of relevant legislation and national and local policy frameworks relating to occupational therapy and health and social care. 5. Knowledge and experience or equivalent of staff supervision, training and development. 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. A full driving licence and access to transport is essential, disabled employees who are unable to drive because of their disability will be able to use taxis to carry out their duties. 2. Sets an excellent example of customer care for other staff. 3. Effectively sets direction for a team providing motivation for all to deliver high performance.

Experience

1. At least 2 years working as a qualified experienced Band B Occupational Therapist or at an equivalent level.
2. Significant post qualification experience as an occupational therapist
3. Experience of complex occupational therapy casework responsibility, including: mental capacity assessments, safeguarding investigations, reablement/enablement, and major adaptation design, commissioning support packages and complex moving and handling.
4. Experience of supporting service users in relation to risk management, outcome planning and multi-disciplinary working.
5. Experience of supporting and mentoring qualified, newly qualified and unqualified Occupational therapy staff.
6. Experience of facilitating complex multi-agency meetings together with sound decision making skills.
7. Experience of multi-disciplinary working especially with other agencies, including: community health teams, housing, environmental grant officers, architects, building contractors, independent voluntary sector.

4. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
5. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
6. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
7. Takes an active role in managing risk, health and safety and safeguarding issues.

Role Dimensions

1. Provide effective professional support, through leadership, mentoring and reflective practice, within teams t across the service area.
2. Undertake some delegated tasks for the manger as require: such as, approving occupational therapy assessments, support plans and equipment provision,
3. Support the Team Managers to deliver the ASCH strategy by providing professional oversight and advice.
4. Supporting Team managers to managing systems in accordance with County Council policy and procedures
5. Responsible for supporting teams to ensure effective workload management, time management, performance management and case management within the Occupational Therapy service.
6. Provide leadership in the Occupational Therapy service, including: maintaining occupational therapy professional standards, continuous professional development and sharing evidence based best practice.
7. Provide support to managers in connection with the recruitment, appointment, induction of staff, capability and performance issues
8. Participate in and present relevant training across service area
9. Contribute to and support managers in the development and implementation of team business plans.
10. Contribute and support the manager in the Identification and development of service improvements to Occupational Therapy
11. Take an active role in managing risk, health and safety and safeguarding issues for OT specific issues.