

<b><i>Title</i></b>	<b><i>Department</i></b>	<b><i>Post Ref.</i></b>
<b>Advanced social work practitioner</b>	<b>Adult Social Care, Health and Public Protection</b>	
<b><i>Job Purpose</i></b>  To provide professional supervision and/or leadership of staff, working in partnership with the manager, staff and others and contribute towards an effective and efficient team service. To be responsible for both the 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 needs, risks and uncertainties.		

<p><b><i>Key Responsibilities</i></b></p> <ol style="list-style-type: none"> <li>1. Provide regular and appropriate professional supervision to support, mentor and develop staff in line with approved professional standards, service and team plans.</li> <li>2. Carry a reduced caseload of highly complex and specialist work, commissioning services within available resources.</li> <li>3. Resolve service delivery issues within available resources</li> <li>4. Plan Manage and prioritise workload</li> <li>5. Prepare and present clear concise reports</li> <li>6. Chair meetings effectively and represent the department in a professional and effective manner.</li> <li>7. Improve customer satisfaction levels for the service and inform managers of changes to the operational environment including customer satisfaction issues.</li> <li>8. Ensure effective completion of annual reviews, management and allocation of cases to staff.</li> <li>9. Communicate effectively and appropriately at all levels.</li> <li>10. Liaise effectively within the department and other agencies and work effectively as a member of a multidisciplinary team</li> <li>11. Lead on professional development issues</li> <li>12. Provide a lead practitioner role responsible for areas of specialisms such as safeguarding, AMHP or BIA.</li> </ol>	<p><b><i>Key Accountabilities</i></b></p> <ol style="list-style-type: none"> <li>1. Providing clinical supervision and professional mentoring for less experienced staff.</li> <li>2. Alert Team Manager of issues that could affect performance or budget</li> <li>3. Provide leads in specific key areas in order to meet service requirements.</li> <li>4. Develop and maintain appropriate partnership arrangements in their area of responsibility.</li> <li>5. Ensure the principles of continuous improvements and best value are adopted and maintained at a team level</li> </ol>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

***Person Specification***

<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Professional Social Work Qualification – e.g. Dip SW/CQSW/CSS or Allied Health Professional qualification or equivalent.</li> <li>2. Dependent on the requirements of the post: <ul style="list-style-type: none"> <li>• Approved Adult Mental Health Practitioner OR</li> <li>• Best Interest Assessor OR</li> <li>• Practice Assessor Module (desirable)</li> <li>• Evidence of continuous professional development/post qualifying experience i.e. in risk management</li> </ul> </li> <li>3. Safeguarding of Adults within multi-agency procedures</li> <li>4. Practice Teaching award and /or Approved mentor.</li> <li>5. PQ1 Or PQ Consolidation Award</li> <li>6. Working towards PQ specialist Award or can provide substantial evidence of how you can demonstrate those skills and knowledge.</li> <li>7. Knowledge and experience or equivalent of staff supervision, training and development</li> <li>8. 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.</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>9. Sets an excellent example of customer care for other staff.</li> <li>10. Effectively sets direction for a team providing motivation for all to deliver high performance.</li> <li>11. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness</li> <li>12. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness</li> <li>13. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</li> <li>14. Takes an active role in managing risk, health and safety and safeguarding issues.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>15. At least 2 years working as a qualified experienced Band B social worker or equivalent.</li> <li>16. Experience of complex casework responsibility including (where relevant) safeguarding, CPA, AMHP, BIA, and experience of supervising and mentoring.</li> <li>17. Experience of facilitating complex multi-agency meetings together with sound decision making skills.</li> <li>18. Experience of multi-disciplinary working especially with health agencies, independent sector and other agencies</li> <li>19. Experience of supporting service users in relation to risk management, outcome planning and multi-disciplinary working</li> </ol>	

### ***Role Dimensions***

1. Providing effective professional support and leadership and reflective practice mentoring to teams in their service area.
2. Authorise assessment & support plans as appropriate
3. Support the manager to meet performance and service delivery requirements within available resources ensuring high customer satisfaction levels.
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. Responsible for supporting the manager in managing performance issues.
7. Responsible for supporting the manager in workload management, time management and case management within their area of service.
8. Participate in and present relevant training across service area
9. Providing support to managers in connection with the recruitment, appointment, induction of staff, staff management and performance issues.
10. Deputise for the manager acting 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. Contributes to and support the manager in the identification and development of service improvements. 13. Deputise for the manager as required

*Please attach a structure chart*

Date 21.3. 2012