

JOB DESCRIPTION

Job Title:	Post No:	Grade:
Senior Practitioner		HC9
Directorate:	Division/ Department:	Section/ Location:
Community Wellbeing	Operations	Locality Teams
Organisational information:		
Responsible to: Team Manager		
Professionally responsible to: (where appropriate)		
Quantifiable measures relating to the post: <i>(eg. number of staff managed, number of patients, size of local population, budget)</i>		
Responsible for:		
<ul style="list-style-type: none"> • Providing support to members of the team with specific supervisory responsibility for staff employed as social workers and other Adult Social Care staff. • Ensuring that management information systems are kept up to date and are accurate and case management and allocation is current and recorded appropriately. • Assessment & care management responsibilities relating to Care Act 2014. • Working in a multi-disciplinary way to ensure that individual's needs are met with emphasis on meeting agreed outcomes. • Allocation or transfer of work to social work staff and Assessment and Enablement Officers and other auxiliary workers. • Day to day advisory support and guidance to staff and supervision of allocated workers. • Timely progression of own small caseload as appropriate and dependant on Team requirements/support and of those supervised. 		
Key relationships/functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i>		
Team/Line Manager, Supervisor, team staff group		
Internal: Community Wellbeing Locality Teams/services in Operations and Prevention arms of the Directorate. Supporting/liaison services in Finance, Hoople (HR), I.T. and commissioning.		
External: Primary Care Trust and Acute NHS Trust. Statutory, Voluntary and Independent Sector Service Providers. Services for Mental health and Community Learning Disability Services		

Main Purpose of Job:

- To work with adult citizens of Herefordshire and their formal/informal carers or agencies to provide a person centred, asset based and outcome focused assessment, care management and review service.
- To ensure that the highest standards of professional practice are maintained by providing supervision, review and development, caseload management, casework monitoring and consultation
- To hold a small caseload of more complex cases as appropriate and dependant on Team requirements/support.
- To ensure that management information systems are kept up to date and are accurate.

Main Responsibilities/Accountabilities/Key Result Areas:

The jobholder will be expected to complete the responsibilities/accountabilities effectively in order to deliver the key objectives of the organisation:

- To work within the framework of the Care Act 2014 and other relevant legislation to provide assessment, review and intervention for service users with eligible needs.
- To motivate and assist in the professional development of practitioners.
- To contribute to staff training programmes and service developments across the Directorate.
- To implement staff review and development procedures in line with council policy for supervised staff.

DATA QUALITY

Council Managers (including supervisors and team leaders)

Working within resources provided, to ensure local systems, skills and processes are in place and applied consistently to secure high quality information, data, analyses and reports.

Job Activities:

- To monitor staff performance and, in consultation with the team manager, contribute to identifying individuals' and the team's learning needs.
- To acquire and develop specialist knowledge as required by the team and the Directorate.
- To ensure any appropriate legal /financial arrangements are correctly in place for the provision of services to service users and carers in liaison with appropriate teams and panels.
- To ensure monitoring and reviewing systems are in place for clients on their caseloads and to ensure case files and electronic recording on Mosaic is current.
- To consider an enabling ethos and approach to supporting service users and their families/carers and in joint working with partners and agencies.
- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately to enable reliable analyses and reporting.
- To participate in any duty rota systems to meet urgent service need.
- To deputise as required for the Deputy Locality Manager/Locality Manager

- To provide regular supervision to practitioners and non-registered staff as agreed with the team manager.
- To ensure that the quality of work meets the required national standards and local procedures.
- To provide consultation on day to day practice on professional matters to staff and managers.
- To keep an accurate record of advice given and decisions taken as a result of consultation and supervision.
- To co-work complex cases and assist practitioners' planning, preparation and presentation of evidence, records and reports.
- To carry a small caseload comprising more complex work as appropriate and dependant on Team requirements/support, taking responsibility for seeking appropriate information, advice and consultation.
- To use a broad knowledge of local resources, services and benefits and to liaise with a variety of statutory, voluntary and independent sector agencies.
- To work in a way that is consistent with Council's Equal Opportunities, Anti-discrimination and anti-oppressive practice policies.
- Be conversant with the development of I.T. skill and ability and the maintenance of recording systems.
- To work in conjunction with the Registration and Inspection Units in monitoring good practice within Local Authority and Independent Sector Residential and Nursing Homes.
- To work with nursing reviewing officers to ensure that under continuing care provision assessment for health services provision are undertaken when appropriate.
- To support hospital discharge arrangements for patients in liaison with hospital based professional staff and relevant agencies/teams to ensure safe discharge and prevention of admission.
- Identify where reablement (and/or other appropriate services) are appropriate and refer to relevant agencies.
- To be conversant with administration policies.
- To ensure confidentiality issues are respected.
- Preparation of assessments and funding recommendations on a weekly basis for consideration by any joint / funding panel.

Other information:

1. Disclosure type: enhanced

This is a Politically Restricted job, ie. the job holder cannot:

- be a candidate, or prospective candidate for election as an MP, MEP or local authority councillor
- act as an election agent or sub agent for a candidate for election as an MP, MEP or local authority councillor
- hold office in a political party
- canvass at elections on behalf of a political party
- speak or write in public in a manner that appears to be designed to affect public support for a political party.

2. The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required.

3. **For all school staff and any post working with children, young people and vulnerable adults:**

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

4. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.

5. This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

6. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

7. In order to recruit the best people for our organisation, all requests for flexible working arrangements will be considered, and we offer a fully inclusive and accessible recruitment process.

8. The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

Line Manager Name:	Date:
Date Job Description last reviewed:	