

## **ADULT COMMUNITY SERVICES**

### **ADULT DISABILITY SERVICES - SENIOR SOCIAL WORK PRACTITIONER**

#### **BAND 7**

#### **JOB DESCRIPTION**

##### **JOB SUMMARY:**

- The post holder will assist and contribute to the development and provision of an effective and integrated social work service for adults with learning disabilities and/or autism who have complex care and support needs.
- They will provide line management and practice supervision for social workers within the team.
- They will take the lead on service developments and deputise for the Team Manager.
- They will manage a complex caseload as well as co-working with other relevant professionals and providing support and advice to other services working with adults with learning disabilities and/or autism who have complex care and support needs.
- Act as a lead professional within the community learning disability team to ensure co-ordination of support for adults with learning disabilities and/or autism who have complex care management needs.

##### **RELATIONSHIPS:**

- The Senior Practitioner will report to the Team Manager, Community Learning Disability Team.
- They will supervise and line manage social workers with the Community Learning Disability Team and provide social work support and advice to the wider adult disability social work workforce.
- They will develop collaborative working relationships with adults with learning disabilities and/or autism, their families, main carers and extended support networks.

## **MAIN DUTIES AND RESPONSIBILITIES:**

- The post holder will be based in the Adult Disability Services, Community Learning Disability Team and will undertake, as required, social work led needs assessments within current service thresholds, in close liaison with the other members of the multi-disciplinary team.
- To ensure adults' holistic needs are met by working closely with them, their carers, families, colleagues and other agencies, ensuring that the adult is central to all planning.
- To form positive working relationships with professionals from other departments and agencies.
- To prepare reports for meetings, reviews, panels and court and to represent The Committee for Health and Social Care in legal proceedings.
- To collect statistical information regarding long term conditions and care to contribute to the compilation of an Annual Report.
- To maintain case recordings and file's (electronic and/or paper) in accordance with professional standards.
- To ensure that legislation, policies and procedures in relation to adults with learning disabilities and/or autism who have care and support needs are adhered to and to contribute to the development of policies, procedures and guidelines.
- To provide professional support and guidance as agreed to team members on specified work as requested by the Team Manager, Community Learning Disability Team.
- To contribute to a positive culture within the team that promotes mutual respect and good professional standards.
- To actively participate in the delivery of multi-agency training and audit to enhance understanding of the issues for adults with learning disabilities and/or autism who have complex needs.
- To undertake other such duties as may be determined by Service Manager.
- To undertake direct first line management supervision of other team members as required.
- To actively participate in the mentoring of less experienced staff as required.
- To promote the rights and independence of service users, encouraging choice, involvement and empowerment.
- To participate in identified initiatives to develop opportunities for adults, families and main carers to participate in the development of services and service delivery.

- To receive and participate in regular supervision and annual appraisal.
- To organise and attend meetings as appropriate.
- To work collaboratively with service users and their families to assess their needs and plan and deliver services in accordance with the Community Learning Disability Team's service area.
- Manage a complex workload with a degree of autonomy, developing and maintaining a network of internal and external colleagues, with whom to seek and share advice, expertise and develop practice.
- Provide professional, reflective supervision and support to staff as relevant to the needs of the team, e.g. staff induction, newly qualified social workers, students.
- At an advanced level, communicate effectively, verbally and in writing, to a range of audiences including adults with learning disabilities and/or autism, their families, carers and professional colleagues.
- Ability to gather, analyse and review complex and/or contradictory information quickly and effectively, using it to reach informed decisions to determine and plan interventions and decide a course of action, with minimum support.
- Plan and prioritise workload with a flexible work environment with a high level of autonomy, modelling workload management skills to others.
- Demonstrate understanding of, and acceptance and commitment to, the principles of human rights and equality and how they underpin practice.
- Knowledge and understanding of effective customer care.
- Must have knowledge understanding and application at an advanced level of:
  - a. The values and principles underpinning service user involvement, including the right to access independent advocacy and complaints processes.
  - b. The legal and policy frameworks and guidance that inform and mandate social work practice in Adult's Social Care, including a sophisticated knowledge of the law and guidance relating to the service area.
  - c. The Professional Capabilities Framework as it applies to all social work levels.
- Carry out all duties in accordance with the Health and Social Care Policy and other policies designed to protect employees and service users from harassment. It is the duty of the post holder not to act in an oppressive or discriminatory manner towards employees or service users. The post holder should respond to such practice or behaviour by challenging or reporting it.
- The post holder will also, as required, take a lead professional role for certain cases, where it has been identified that the person and their family require an ongoing social work service.

- To work in an inter-agency context, where activities will be complex and where the post holder will be required to undertake considerable responsibility and to work autonomously.
- The post holder will advise, support co-work and case hold, within the assessment and social care planning process, ensuring that all aspects of need are identified on a multi-disciplinary basis and care plans, transition and pathway plans address aspects of need, relating to learning disabilities and/or autism.
- The job and post holder is intended to make a significant contribution to developing new ways of working on the basis of a needs led holistic assessment process, which identifies achievable outcomes, that accord with the person's views and aspirations.
- To participate in the Multi Agency Safeguarding Hub (MASH).

**This job description is an outline of the current position and may be changed in detail or emphasis to reflect the changing needs and wishes of our service users and the service itself. It will be reviewed with the post holder to encompass changes resulting from future developments.**

### **KEY CRITERIA:**

#### **ESSENTIAL QUALIFICATIONS**

- A professional social work qualification: CQSW, Dip SW, Social Work Degree or equivalent.
- Ongoing registration with HCPC.
- A post qualification or willingness to work towards Practice Educator Award.

#### **ESSENTIAL**

1. Relevant post qualification experience with adults with learning disabilities and/or autism, along with knowledge and understanding of relevant Guernsey Legislation.
2. Experience of undertaking assessments, care planning, completing Safeguarding reports and compiling Safeguarding reports.
3. Good presentation skills, especially with regard to presenting information at panels and meetings.
4. Ability to communicate clearly and appropriately at all levels, both orally and in writing, with the ability to develop and maintain good working relationships with people of all levels.
5. A thorough knowledge of Health and Social Care Adult Safeguarding Policy.
6. Ability to assess and analyse information and draw conclusions which are evidence based and outcome focused.

7. Committed to promoting anti-discriminatory practice and equal opportunities, with an ability to demonstrate an understanding of how equality and diversity can be promoted.
8. Good written and communication skills.
9. Able to develop good working relationships with service users, carers and other professionals.
10. Ability to operate as a member of a team, working in partnership with colleagues and contributing to the development of services through a team approach.
11. Ability to make sound judgements and decisions with confidence and to cope in stressful situations and provide calm leadership.
12. Experience of developing learning and development opportunities and facilitating training.
13. A professional management qualification or willingness to study for a management qualification.
14. To be in possession of a clean and current driving licence.

**DESIRABLE**

15. Experience of supervising or mentoring staff members.