



Coventry City Council

## Job Description

<b>Job Title:</b>	Senior Practitioner- Disability Services	<b>Job Number:</b>	
<b>Services:</b>	Adult Social Care	<b>Grade:</b>	8
<b>Location:</b>	Friargate- Floor 9		

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To work in partnership with senior managers and others to facilitate the development of Transforming Care and mental health approaches in adult disability services. This will include specific support to staff undertaking Transforming Care roles and other activities that promote continuous professional development and the delivery of high quality services to users.

To work collaboratively with partner agencies to deliver the requirements of the Transforming care programme attending relevant multi-agency meetings as required

Take a lead in developing and promoting high quality social care practice in adult disability services that supports the development of understanding of mental health service provision.

To provide an advisory social work/AMHP service across the team to and work in situations of complex need for people with learning disability and mental health needs, their families or carers. To carry a small individual caseload when indicated.

To act as an Approved Mental Health Professional (AMHP) and participate in the AMHP rota.

### Main Duties and Responsibilities:

1. Demonstrate a high level of professional competence in social work practice to nationally recognised standards, including adopting a person centred, recovery focussed and reflective approach.
2. To support the Transforming Care programme (TCP) and casework associated with admission avoidance and effective discharge of adults or those in transition
3. Attend relevant meetings associated with the TCP establishing productive partnership relationships that support continuous support

4. To facilitate and support the professional development of social care staff by providing professional supervision and mentoring.
5. To support the Service Manager and Team Leaders in the appraisal of social care staff and to undertake appraisals of staff directly line managed
6. Organise, and where appropriate facilitate, professional development opportunities for staff and student placements in liaison with the Social Care Operational Manager, Social Care Lead and Team Leaders.
7. Provide a range of AMHP duties including participating in the AMHP rota and to act as Senior AMHP when required.
8. Coordinate Guardianship assessments across the disability service ensuring reviews take place in a timely way
9. Design and implement induction and Assessed and Supported Year of Employment (ASYE) for Newly Qualified Social Workers.
10. Provide a clear and responsive practice leadership role within the service including modelling best practice, mentoring staff and promoting the highest professional standards via AMHP forums, action learning sets etc.
11. Manage the performance of staff in collaboration with the Service Manager, including the design, implementation, monitoring and review of practice improvement action plans for individuals and groups of staff.
12. Provide an advisory professional social work service to people with disability who are experiencing severe and enduring mental health problems.
13. Participate in identifying with other professional staff appropriate care co-ordination activities and in developing effective individual care plans for service users in consultation with others.
14. Review and evaluate with others the effectiveness of the care plan and agreed outcomes.
15. To identify and coordinate a range of resources that is able to deliver effective outcomes for service users, recognising self-determination, choice, care and responsibility.
16. Attend, contribute and chair multi-disciplinary reviews, Safeguarding meeting and Best Interest Meetings for service users.
17. Apply a high level of knowledge and skills in social work practice in relation to those adults with learning disability and mental health problems to facilitate realistic change and positive outcomes appropriate for the service user.
18. Attend and participate in regular team meetings.
19. Ensure personal professional development by participating in training programmes, courses and seminars in consultation with and the approval of the Service Manager and Social Care General Manager.
20. Participate in regular supervision.

21. Maintain prompt accurate records and other documentation relating to work with service users in accordance with approved policy and procedures
22. Comply with the appropriate legal statutes and departmental policy affecting social work operations.
23. Undertake the supervision of ASYE, Stage 1 AMHP professionals and trainee Best Interest Assessors where agreed and appropriate.
24. Co-ordinate, attend and chair (when necessary) operational and strategic management meetings as allocated by the General Manager.
25. To investigate service user and carer complaints.
26. To be involved in the recruitment and retention of staff.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data

protection guidelines.

<b>Responsible for:</b>	<b>AMHPs and Social Workers</b>	<b>Responsible to:</b>	<b>Service Manager Adult Disability Services/ professional supervision from Service Manager Mental Health</b>
<b>Date Reviewed:</b>	<b>April 2021</b>	<b>Updated:</b>	<b>April 2021</b>



Coventry City Council

## Person Specification

<b>Job Title:</b>	Senior Practitioner, Adult Disability Service	<b>Job Number:</b>	
<b>Services:</b>	Adult Social Care	<b>Grade:</b>	8
<b>Location:</b>	Friargate – Floor 9		

Area	Description
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Relevant legislation, policy and guidance in relation to people with mental health problems (to include the 1983 Mental Health Act (revised in 2007), the Mental Capacity Act 2005, 1990 NHS and Community Care Act, the Care Programme Approach, Relevant Codes of Practice and New Horizons for Mental Health). Transforming Care Programme</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of the range of service users' needs and the range of provision to meet those needs.</li> </ul>
	<ul style="list-style-type: none"> <li>The role and purpose of an AMHP</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of Social Work England training/development requirements</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of PQ award structures for social workers (pre and post 2008)</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Skilled in working with service users to identify need, develop care plans, arrange services to meet need, monitor service provision and review care plans.</li> </ul>
	<ul style="list-style-type: none"> <li>Skilled in responding to working in crisis situations and the assessment and management of risk.</li> </ul>
	<ul style="list-style-type: none"> <li>Effective communication skills - verbally and in writing, eg. complex letters, reports, supervision records, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to organise an allocated workload, prioritise tasks to achieve goals and meet deadlines.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to work in an anti-discriminatory and non-judgemental manner and promote such practice.</li> </ul>
	<ul style="list-style-type: none"> <li>Able to follow specific procedures and work within guidelines, using support and supervision appropriately.</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to effectively supervise and teach/develop individuals and groups.</li> </ul>
	<ul style="list-style-type: none"> <li>To respect and maintain confidentiality of information</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Extensive experience of working in a community setting with people with mental health problems and/or Learning Disability</li> </ul>
	<ul style="list-style-type: none"> <li>Working as an Approved Mental Health Professional</li> </ul>

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<b>Educational:</b>	• Dip SW, CQSW, CSS or equivalent.
	• ASW or AMHP Qualification
	• Practice Placement Teacher/Fieldwork Educator (practice teaching award or PQ6)
	• Evidence of continuing professional development.

<b>Special Requirements:</b>	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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<b>Date Reviewed:</b>	<b>April 2021</b>	<b>Updated:</b>	<b>April 2021</b>
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