

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	Senior Practitioner – Edge of Care		
<b>Grade</b>	8		
<b>Service</b>	Childrens Services		
<b>Reports to</b>	Team Manager		
<b>Location</b>	Coventry		
<b>Job Evaluation Code</b>	L3627D	<b>Job Family</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our Priorities** – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

**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:



# About the Service your team will provide

## Purpose of the role / Output

As a member of the Edge of Care Service Senior Team, you will take responsibility for the management and delivery of an effective and efficient service for children, young people and their families.

You will assist the EOC Services Manager with the delivery of a professional services including supervision of staff, students and volunteers.

## Main Duties & Key Accountabilities

### Core Knowledge

Manage a small complex caseload with a degree of autonomy in carrying out effective intervention delivery. This will include leading on any requested court reports.

- Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures and how to instigate legal processes.
- Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
- Carry out complex assessments (as directed by EOC management).
- Contribute to staff appraisal and development including delivering training.
- Assist the EOC Services Manager as follows:
  - o Provide reflective individual and/or group supervision to staff as and when required, working in partnership with the EOC Services Manager and senior team all in line with departmental policy.
  - o Advise staff within the team on the proper interpretation of their role and practice in accordance with their position and level of accountability.
  - o Assist in undertaking specific development tasks as agreed with the EOC Services Manager/Operational Lead.
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  - o Contribute to audits of practice and learning through quality assurance and be able to provide challenging and constructive feedback to colleagues and partners.
  - o Contribute to the needs of the service, development of action plans and management oversight of requested court reports.
  - o Contribute to effective communication within the team and support staff meetings.
  - o Prepare work for formal supervision under the direction of the EOC Services Manager or Operational Lead and keep them informed of potential difficulties.

- o Deputise for the EOC Services Manager at internal meetings and external meetings as required.
- o Cover rota's including On Call facility as required.

To chair and attend the full range of EOC planning consultations, SOCEX meetings, Gateway meetings and any other assessment or risk planning meetings as required and agreed with EOC management.

- Devising & delivering interventions to children/young people, their families, parents/carers, as required/agreed with EOC management.
- To maintain personal and professional training and development to meet the challenging demands of the job.
- As experienced practitioners, senior practitioners are expected to:
  - o Have reached the level of ability where they can operate self-sufficiently (within normal arrangements for management accountability) in the application of relevant legislation, policy, procedures and social work theory.
  - o Accept full responsibility for management oversight of children, young people and families, which will include high risk across the three domains of Edge of Care services (especially those with particularly complex problems).
  - o Take responsibility for the supervision of workers, students and volunteers and assist in team/service development and the induction of new staff.
  - o Develop specialist skills within the arena of the reunification team and lead on thematic areas of work as required.
- To performance manage team members to ensure that any statutory objectives within relevant service plans, including, but not limited to, EOC's annual report/action planning.
- Working cooperatively with colleagues from your own and other services, including the Police, Probation, Courts, NHS England, and Children's Services.
- Providing oversight of qualitative reports and statements required by the Courts.
- Representing the service in professional settings including the Courts, and meetings.
- Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
- To comply with the requirements of the relevant professional body if applicable, for instance Social Work England.
- Any other duties and responsibilities within the range of the salary grade.
- Work flexibly outside office hours including working evenings, weekends & Bank Holidays to meet the needs of the service.

- The post holder should work flexibly outside office hours including working evenings and weekends to meet the needs of families.
- To performance manage the team to ensure the service achieves its objectives.
- Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
- To comply with Social Work England Code of Practice for social care workers.
- Any other duties and responsibilities within the range of the salary grade.

**This job description applies to all Senior Practitioner posts within Children's Services. The specific targets, tasks and priorities can be expected to vary between individual teams. Senior Practitioner posts are generic which means that, after initial placement upon appointment, post holders may be required – after personal consultation – to work within Children's Services at any location/team type across the city**

## Key relationships

External	Internal
NHS England Education Police Courts Secure Estate Probation Housing Other Local Authorities Charities including third sector agencies	All service area in Childrens Services Human Resources LADO Adults Services

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	L3627D	<b>Job Family</b>	
<b>Knowledge</b>			
Regulatory frameworks, national and local initiatives, policy and guidance in relation to Safeguarding and Looked After Children			
Current and relevant Children's legislation, Safeguarding policy			
Knowledge of assessment methods, risk management and intervention models..			
Understanding of equality issues, particularly within the context of delivering children's services.			
Risks and issues faced by the Children, Young people and Families.			
Risk factors relating to children involved in all forms of exploitation.			
<b>Skills and Abilities</b>			
To undertake complex assessments of the needs of children, young people and families.			
Effective communication skills, ie. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions			
Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines, be self-motivated, work autonomously and seek advice when necessary.			
A commitment to working in an anti-discriminatory and non-judgemental manner.			
Able to follow specific procedures and work within guidelines, using support and supervision appropriately.			
Able to recognise when to use statutory or "professional" authority, and use it sensitively and responsibly, with clarity over the role of the agency.			
The ability to act on behalf of the Council as an advocate in a formal setting.			
Ability to develop and maintain effective relationships with children, young people and families			
Basic ability to use appropriate information technology software packages			
Able to independently manage a complex workload with appropriate supervisory input			
Able to pursue and progress specialist areas of development/service as required			
Able to offer professional supervision to social workers and other staff, as required, including matters of staff development and performance			
<b>Experience</b>			



Carrying out a range of statutory work in childcare/child protection
Social work with complex children and families including child protection, looked after children and court work
Having completed recording/administrative procedures in line with experience
Team membership and participation
Demonstrable experience of managing court processes.
Of relevant supervisory and management training.
Of working effectively with service users and carers, colleagues and other agencies via negotiation, counselling, giving and receiving information.
Of working independently to interpret and analyse varied and complex information or situations and to produce solutions in both written and verbal format.
Of being able to identify and respond to needs of clients which may be difficult
To use enabling approaches whenever possible
Demonstrable experience of the use of a range of evidence-based interventions to effect change with families.
Of incorporating research into social work practice
<b>Qualifications</b>
Social Work qualification (MA/BA/BSc in Social Work, Diploma in Social Work or CQSW) validated equivalent from another country.
Social Work England Registered
<b>Special Requirements</b>
To work flexibly to meet the needs of Children, young people and families this will mean some evening working. (as directed by EOC management)
To be on a Rota system with other seniors, undertaking the On Call emergency facility
To cover bank holidays (approximately one-two per year) in line with the EOC service requirements.
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).

<b>Date Created</b>	October 2022	<b>Date Reviewed</b>	October 2022
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