

# Job Description and Person Specification

**Role:** Senior Practitioner- Adult Services



## Job Description

<b>Job Title</b>	Senior Practitioner- Adult Services
<b>Grade</b>	G8
<b>Service</b>	Adult Social Care
<b>Reports to</b>	Service Manager
<b>Location</b>	Friargate/Various
<b>Job Evaluation Code</b>	A5943



## 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 diverse 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 aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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

To play a key part in ensuring a high standard of social care service, exemplar social work practice with the team/s and advocate for strength-based practice approaches.

To take responsibility for the most complex or high-risk case work with a high degree of personal accountability and autonomy. To manage a complex caseload, as well as supporting colleagues with theirs, being a source of specialist advice and enable the mitigation of high levels of risk.

To take responsibility for working with and supporting social workers and other practitioners including undertaking professional supervision and the mentoring, advancing the expertise and professional competence and confidence of others.

To provide expertise and practice leadership acting as a resource to the team and department to develop the quality of practice through assurance activity, engage in research and evaluation of practice and practice improvement.

To act as an Approved Mental Health Professional (AMHP) , Best Interest Assessor, Practice Educator or Specialist Deafblind Assessor and participate in any rota arrangements (dependent on qualification).

## Main Duties & Key Accountabilities

### Core Knowledge

- Demonstrate a high level of professional competence in social work practice to nationally recognised standards, including adopting a person centred, strength based and reflective approach.
- To facilitate and support the professional development of social care staff by providing professional supervision and mentoring.
- To support the Service Manager and Team Leaders in the quality assurance of practice and the appraisal of social care staff and to contribute to the appraisals of any professional supervised staff.
- Organise, and where appropriate facilitate, professional development opportunities for staff and student placements in liaison with the Service Manager and Team Leaders.
- Provide a range of AMHP Best Interest Assessor, Practice Educator or Specialist Deafblind Assessor duties and participate in any rota arrangements (dependent on qualification)

- Implement induction and support the Assessed and Supported Year of Employment (ASYE) for Newly Qualified Social Workers.
- Provide a clear and responsive practice leadership role within the service including modelling and sharing research and best practice, mentoring staff and promoting the highest professional standards via practice forums, action learning sets and best practice development sessions.
- 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.
- Provide an advisory professional social work service to people with receiving support from the service area.
- Participate in identifying with other professional staff appropriate care co-ordination activities and in developing cost effective individual care and support plans for service users in consultation with others.
- Review and evaluate with others the effectiveness of the care and support plan and agreed outcomes.
- To identify and coordinate a range of resources that is able to deliver effective outcomes for service users, recognising self-determination, choice, control, care and responsibility.
- Attend, contribute and chair multi-disciplinary reviews, Safeguarding meetings and Best Interest Meetings for service users.
- Apply a high level of knowledge and skills in social work practice in relation to those adults including older adults and those with learning disability and mental health problems to facilitate realistic change and positive outcomes appropriate for the service user.
- Attend and participate in regular team meetings.
- Ensure personal professional development by participating in training programmes, courses and seminars in consultation with and the approval of the Service Manager.
- Participate in regular supervision.
- Maintain prompt accurate records and other documentation relating to work with service users in accordance with approved policy and procedures.
- Comply with the appropriate legal statutes and departmental policy affecting social work operations.
- Undertake the supervision of newly qualified social workers in their ASYE, Stage 1 AMHP professionals and trainee Best Interest Assessors where agreed and appropriate to qualifications.
- Co-ordinate, attend and chair (when necessary) operational and strategic management meetings as allocated by the Service Manager.
- To investigate service user and carer complaints.
- To be involved in the recruitment and retention of staff.
- **Any other duties and responsibilities within the range of the salary grade.**

## Key relationships

<b>External</b> Integrated Care board, Voluntary services, Care providers, Health care services	<b>Internal</b> Finance services, legal services, commissioning
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## 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:

<b>Staff managed by postholder:</b> Social Workers and social care staff
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## Person specification

<b>Job Evaluation Code</b>	
<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 Care Act 2014, 1983 Mental Health Act (revised in 2007), the Mental Capacity Act 2005, , Relevant Codes of Practice and Guidance</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, BIA, Practice Educator or Specialist Deafblind Assessor</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of Social Work England professional standards, training and development requirements</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of Post Qualifying award structures for social workers</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Skilled in working with service users with complex needs 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 high risk, complexity, 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 older people, mental health problems and/or Physical Disability/Learning Disability</li> </ul>	
<ul style="list-style-type: none"> <li>Working as an Approved Mental Health Professional, Best Interest Assessor, Practice Educator or Specialist Deafblind Assessor</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Dip SW, CQSW, CSS or equivalent.</li> </ul>	

<ul style="list-style-type: none"> <li>• ASW or AMHP Qualification and Registered with Social Work England</li> </ul>
<ul style="list-style-type: none"> <li>• Practice Placement Teacher/Fieldwork Educator (practice teaching award)</li> </ul>
<ul style="list-style-type: none"> <li>• Specialist Deafblind Assessor (Level 3 or above, Qualifications and Credit Framework or the Open College Network)</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> </ul>
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• 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).</li> </ul>

<b>Date Created</b>	01/12/2023	<b>Date Reviewed</b>	December 2023
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