

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT **Health & Adult Services** **POSTHOLDER**
GRADE **PO4**

POST DESIGNATION Senior Social Work Practitioner

Purpose of Job:

To provide a supervisory and oversight service to NHS and Social Work, and non-Professionally qualified staff, through the provision of management, professional expertise, skills and advice to ensure high quality services within Adult Social Care. To provide bespoke Out of Hours Assessment, support and case management to people who present in crisis and have a complex set of needs outside normal working hours (after 5.00 pm Monday to Friday and at weekends). The post holder will also be required to make decisions around managing and allocating resources across Health and Social Care within a multi-disciplinary Team.

As Senior Social Work Practitioner you will be responsible for

- i) Carrying out the roles and functions of an experienced qualified Social Worker, as outlined in the Knowledge & Skills Statements for Social Workers in Adults Services and underpinned by the Professional Capabilities Framework for Social Workers.
- ii) Maintaining the basis for continued registration with the appropriate regulatory body for Social Workers.
- iii) Ensuring that all work complies with Council policies and procedures and that statutory obligations are met.
- iv) Undertaking complex high risk/high profile assessments and develop or oversee the development of support plans that enable people to have choice and control of their support
- v) Providing clear casework direction and management oversight of crisis presentations outside normal working hours.
- vi) To manage work load and allocation of cases outside normal working hours so to ensure that resources are identified and available to support and safeguard clients, and their families and carers during periods of crisis.
- vii) To provide an emergency and immediate response to changing health and social care needs.

- viii) Provide specialist advice and support to referrers and Director on call in HAS
- ix) Provide ongoing line management support to a designated group of staff including AHP's and Health staff, delivering a wide range of different activities outside normal working hours.
- x) Provide supervision of staff across both health and adult social care within a multi-disciplinary setting
- xi) The practice standards and performance management of designated supervisees and their adherence to Directorate policies, procedures and statutory responsibilities
- xii) The adoption of own good practice and performance standards with respect to the Social Work Professional Capabilities Framework and Knowledge and Skills Statements, adherence to Directorate policies, procedures, statutory responsibilities and agreed performance targets.
- xiii) Undertaking all duties with due regard to the provisions of health and safety regulations and legislation, Data protection/GDPR, the Council's Equal Opportunities and Customer Care policies, and the New Technology agreement.
- xiv) Undertaking any other work appropriate to the level and general nature of the post's duties.

Main Duties:

- 1) You will be responsible for receiving, screening and prioritising all work received outside normal working hours and at weekends
- 2) Competing health and social care caseload management and ensuring that cases are dealt with at the appropriate level across a multi-disciplinary team.
- 3) You will carry a small caseload and will need to either be case accountable or co work very complex cases or situations with staff of other disciplines including nurses and AHP
- 4) Provide advice, support and guidance to staff whilst dealing with highly complex, and potentially dangerous situations.
- 5) You will provide front line supervision to designated members of the team potentially, in line with policy, guidance and professional practice. As such you will be responsible for ensuring that developmental needs are met, individual, team and departmental standards are achieved, priorities met, actions taken are appropriate to individual circumstances and that tasks are allocated to team members with due regard to their level of knowledge and ability.
- 6) To provide guidance and make significant care planning decisions in relation to assessments and care management for adults with social care needs and authorise service provision
- 7) To review the reassessment of care and provision of care and support plans for Adults with social care needs.
- 8) During emergencies, to make use of and monitor the effectiveness and use of resources including the provision of care and support under the direction of the on-call Director and Directors and senior managers across the Council

- 9) To authorise the provision of care packages and hold a designated budget necessary to commission from providers outside normal working hours
- 10) To ensure the safeguarding of adults and children at risk from abuse, neglect or exploitation by ensuring safeguarding concerns are responded to timely, appropriately and effectively and that safeguarding adults' enquiries/ assessments/ reviews are completed in line with current legislation, policy and best practice.
- 11) It is expected that you will promote integrated working across all stakeholders and will work creatively with Adults, their families and carers, and collaboratively with other professionals, in a range of settings. In so doing you will ensure that the team is using person-centred principles, evidence-based practice and appropriate social work methods and models, and making best use of available resources, to enable people to have better lives.
- 12) To respond to enquiries and to provide information and advice to Adults & Older people and their carers, external agencies, other council departments and colleagues within health and adult services as required and respond to complaints appropriately according to level of escalation and as outlined in the Departmental Complaints procedures.
- 13) To be responsible for maintaining and promoting your own knowledge of social care legislation, guidance, best practice as well as local and national resources, and take a lead role in sustaining a learning culture within the organisation.
- 14) To contribute to the learning of others and to provide consultation, guidance, modelling and support the learning of good practice to colleagues within the council as well as external organisations as appropriate to grade, skills, knowledge and responsibilities, as directed by your Line Manager.
- 15) To follow, promote and ensure the adherence of designated supervisees in following best practice and local guidance in recording and documenting activities electronically, and using other mediums, with especial emphasis on recording details pertaining to individuals.
- 16) To ensure that budgetary and other resources issues are considered as part of all decision-making, and that Council and Departmental financial procedures are adhered to.
- 17) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 18) To be responsible for undertaking employee investigations and appeals in line with the RBG policies and procedures.
- 19) To be responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)

Designation of the Post to which the Post-Holder normally reports to:

- NHS Service Manager and
- ASC Assistant Team Manager

Person Specification

Job Title	Senior Social Work Practitioner
Grade	PO4
Service/Section	Generic
Directorate	Health and Adult Services

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
The continued basis for registration as a Social Worker with the relevant regulatory body.	AF/T/P/I	E
This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or as prescribed in the Police Act 1997 (Criminal Records) regulations. A DBS enhanced with barred list check is an essential requirement for this role.	AF/T/P/I	E
Significant knowledge of adult social care legislation, principles and best practice.	AF/T/P/I	E
Knowledge of the principles of best value and quality assurance.	AF/T/P/I	D
Skills and Abilities		
Ability to assess and to address social care needs, using a range of information gathering and problem-solving skills.	AF/T/P/I	E
Ability to work collaboratively with other professionals, organisations and members of the public.	AF/T/P/I	E
Ability to communicate effectively verbally and in writing.	AF/T/P/I	E
Experience		
5 years post qualification experience with at least 2 years at Level 2 Social Worker level or equivalent	AT/F/P/I	E
Experience of assessing the social care needs of adults with disabilities including undertaking Safeguarding enquiries	AF/T/P/I	E
Experience of working under pressure, meeting both priorities and performance targets.	AF/T/P/I	E
Experience of supervising staff or students.	AF/T/P/I	E
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/T/P/I	E

Managers/Supervisors only		
<p>(see management standards guidance for full descriptions)</p> <ul style="list-style-type: none"> • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III 	<p>L = I C = I P = I</p>	