Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Advanced Practitioner	JEID	CSW004A/B
Salary Grade:	Grade M/N		
Team:			
Service Area:	Children & Families		
Primary Location:			
Political Restriction	This position is not politically restricted.		
Responsible to:	Operations Manager, Team Leader		
Responsible for:	n/a		

Role Purpose

To provide services to children and families across Warwickshire.

Role Responsibilities

Responsibility for children and young people who are the subjects of Child Protection Plans
Responsibility for children and young people who are looked after by the Local Authority.
Responsibility for children and young people who are the subjects of Child in Need plans
Attendance at meetings, including Child Protection conferences, strategy meetings and legal meetings.
Preparation of court reports, statutory review and child protection reports.
Participation in the duty system, including undertaking child protection investigations under appropriate supervision.
Any other appropriate duties as and when required.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Advanced Practitioner (Level 4A) Advanced Practitioner Enhanced (Level 4B)

Main Tasks

- To provide an outcome focussed children's Social Work service in line with Social Work England's Standards.
- To work within legislative frameworks and the local authority's policies and procedures in provided a children's Social Work Service.
- To take responsibility for planning and actively participating in supervision in order to ensure that Social Work Practice is underpinned by line manager accountability recognising the need for increase supervisions to manage highly complex cases.
- Manage a varied caseload to support vulnerable children and their families who meet the threshold for service including those who have complex and or challenging needs.
- To undertake a wide range of complex assessment of need/risk and devise support plans to meet identified outcomes, working in partnership with children, their families, agencies and other networks.
- Identify, source and review the support and services provided to ensure this continues to meet eligible needs and identified outcomes.
- To maintain and facilitate professional working relationships with partner agencies and others for the delivery of services.
- Take a key worker role in responding to safeguarding vulnerable children and families with managerial oversight for strategy meetings conferences and review, where appropriate.
- Ensure that all recording of social work activity is carried out in accordance with policy and procedures with due regard to data protection.
- To take responsibility for own professional development in line with the Social Work England Standards.
- Identify learning and development needs through supervision and appraisal, including expectations of the WCC Social Work Career Pathway.
- Take a lead role in the professional development of colleagues e.g. mentoring, coaching or "practice assessing".
- As agreed, provide supervision and support to small groups of unqualified staff. Offer coaching, mentoring and practice learning opportunities for students with a view to modelling best practice and ensuring good outcomes.
- Undertake agreed pieces of work to improve practice through learning and development.
- To be able to respond flexibly to service need including working in another locality within the local authority.

Enhanced tasks

- To undertake complex case work, which require original thinking in order to develop solutions over the long term.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria For Level 4A & 4B

	Assessed By:
Professional SW Qualification and current registration as a social worker with Social Work England.	A,I,D
Completion of Assessed and Supported Year of Employment ASYE, EPD Early Professional Development (EPD) programme or NAAS, Level two Practice Educator and PGCert in related subject.	A,I,D
The ability to interpret and critically analyse varied and complex information or situations with a proposed solution or a plan of action.	A,I,T
The ability to utilise a range of communication skills to engage and work with vulnerable people including those who may present with the most complex and challenging of needs in order to meet desired outcomes.	A,I,T
The ability to undertake assessment of a range of needs and situations, including those of a more complex nature in developing appropriate plans in partnership with other people.	A,I,T
The ability to represent the local authority in a range of settings. Understands and keeps abreast of the complex climate in which we operate.	A,I A, I
The ability to act autonomously within agreed levels of accountability, consulting with line managers when responding to significant circumstances or situations e.g. policy, budgetary and resource implications.	A,I
The ability to work under significant pressure to meet deadlines on a frequent basis which may be unpredictable whilst managing competing demands	A,I
The ability and resilience to manage (and to support others to manage) the intense emotional demands that arise from working with vulnerable individuals and groups.	A,I
The ability to work professionally and flexibly with members of your team and the wider organisation.	A,I,
Non-disabled applicants must be able to drive, have a full, valid driving licence and have a vehicle available for work. Disabled applicants must be able to travel in order to perform the functions of their role (with assistance where necessary).	A,I,D
To be computer literate and operate a range of information technology systems in order to meet service need in relation to the social work role.	A,I,D
Ability to communicate fluently, in writing and verbally, with a wide and varied range of people in a manner that inspires confidence in the social work profession.	A,I

Evidence of ongoing commitment to continuous professional development of self and others as per Social Work England requirements and TCSW Professional Capabilities framework. Specific commitment to meeting the requirements of Warwickshire's social Work Career Pathway.	A,I,D
To be able to undertake the full range of responsibilities and duties as prescribed within the main tasks for a level 4 Social Worker.	A,I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☐ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☒ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☐ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☒ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☒ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

Work requiring respirators or masks	Work with vibrating tools/ machinery
Work involving food handling	Work with waste, refuse
Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
Other (please specify):	