

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:	Best Interest Assessor Advanced Practitioner	JEID	SW004
Salary Grade:	Grade L		
Team:	Deprivation of Liberty Safeguards Team		
Service Area:	People Group		
Primary Location:	Warwickshire Countywide		
Political Restriction	This position is not politically restricted.		
Responsible to:	Deprivation of Liberty Safeguards Team Leader		
Responsible for:	The Post Holder will provide peer support to other Best Interest Assessors (BIA) across Warwickshire and provide support and supervision to BIA students.		

Role Purpose

To be responsible for undertaking complex assessments in accordance with the Deprivation of Liberty Safeguards (DoLS) as a means of judging whether an adult is deprived of their liberty and, if so, whether this is in their best interests and necessary to prevent harm to them.

The post holder shall make a difference by working directly with people in highly complex situations, or by supporting and/or developing internal and external staff, to provide better outcomes for adults whose packages of care place a level of restriction on their lives that amounts to a deprivation of liberty.

The postholder will be required to manage complex multi agency and non professional relationships in a manner that helps mediate conflicts between all concerned parties to ensure the needs of the person are kept at the heart of the DoLS process.

The postholder will be expected to assist the DoLS lead in the effective deployment of available resources in accordance with the main functions of the DoLS, which includes the provision of professional advice and guidance as required.

Ensure the values of the Health and social work profession are upheld and that peoples human rights are valued and respected in all aspects of professional practice.

Contribute to the development of practice in the area of Mental Capacity and DoLS so as to help influence and contribute to the operational and strategic development across Warwickshire.

Role Responsibilities

To ensure that all the Deprivation of Liberty Safeguards (DoLS) assessments are completed appropriately and to a high standard; that the relevant paperwork has been completed and that the legislative requirements are met.

Deliver practice which is recognised as exemplary, upholds the value base of the health and social work profession and provide leadership and professional wisdom to colleagues and other professionals for work in the areas of MCA and DoLS.

Have a comprehensive working knowledge of the Bournemouth judgment, Human Rights Act (1998), codes of practice, statutory instruments including: Mental Capacity Act (MCA 2005), Mental Health Act (2007), (Care Act 2014), Care Standards Act (2000), National and local policies, guidance and procedures, and resources relevant to the Mental Capacity Act (2005). This will include knowledge of the functions, roles and responsibilities of the Courts, tribunals, regulatory bodies, BIAs, IMCAs, other professionals and other agencies (including the managing authority). Ability to take accountability of decisions and judgements made in the Best Interests Assessor role.

Have a comprehensive working knowledge of the Supreme Court Judgement in respect of the Cheshire West ruling and be able to demonstrate practical application of the "acid test". This will include maintaining up to date knowledge about case law relevant to the area of MCA and DoLS.

Obtain, evaluate and analyse complex evidence and differing views and to weigh them appropriately in decision making.

Apply knowledge of assessing mental capacity according to the legal framework taking into account a wide range of factors. Understanding the implications of mental incapacity for people who use services, families and carers.

Present cases at a legal hearing and exercise the appropriate use of independence, authority and autonomy and use it to inform their practice as a Best Interests Assessor, together with consultation and supervision.

Provide a duty system for responding to requests for DoLS authorisations and be responsible and accountable for decision making in respect of urgent and standard requests for authorisation in accordance with the legislative framework.

Assist in the development and promotion of practice improvements which are designed to mitigate risk and provide qualitative improvement to outcomes for adults who are potentially deprived of their liberty.

Provide leadership to support effective implementation of the DoLS process through acting as an exemplar in knowledge of DoLS legal and guidance requirements, policy, procedures and practice standards.

Provide expert advice and support to colleagues internal and external to the Council, in order that best

practice is promoted across all areas in relation to the implementation of the DoLS legal framework and local policies.

To work in close partnership with local acute psychiatric and general hospitals.

Work flexibly with colleagues from other disciplines and other agencies in enabling people to experience positive outcomes (which are informed by their own (past or present) wishes and feelings) through effective interventions that demonstrates least restrictive practice in all cases.

Provide peer support to BIA's and managers across adult access and care management, as and when required.

To deputise for the DoLS lead, which will include providing management support to assessments undertaken by other qualified BIA's across Warwickshire and attending BIA / DoLS and IMCA regional group meetings as required.

To offer guidance and support on specific areas of MCA and DoLS as required and within the resource requirements of the role.

Provide support and guidance to colleagues undertaking community DoL and Mental Capacity Act assessments

To provide support and guidance to provider services and professionals as required ensuring knowledge and practice in the areas of MCA and DoLS is effectively embedded. This will include participating in provider forums as required.

Ability to maintain clear, concise and timely records on all DoLS activity and to provide clear and reasoned reports in accordance with legal requirements and good practice.

Maintain registration with appropriate professional body and take personal responsibility for your own continual professional development, maintaining a portfolio of evidence to ensure up to date knowledge, skills and competencies.

Actively promote and support Warwickshire County Council's Policies on Equal Opportunities and to work in an anti-oppressive manner to create a culture that ensures equality and values diversity.

Support the DoLS lead to develop DoLS work in Warwickshire, through developing particular areas of practice. This will include facilitating MCA & DoLS training, workshops and undertaking targeted projects to enhance local practice across Warwickshire.

Undertake such other duties as the Council may reasonably require commensurate with the grading of the post.

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:	Social Care Worker – Level 4
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Main Tasks

- Provides a social work service, to a high professional standard, for individuals, families and groups in an anti-discriminatory manner.
- Practices social work accountably, within the prevailing legislative framework and Council policies and procedures, without the need for close supervision.
- Manages a case load, comprising mainly of the most challenging cases that involve vulnerable people with complex problems.
- Assesses referrals and designs plans for action, liaising with colleagues and other agencies as appropriate.
- Arranges the delivery and monitors the effectiveness of packages of support to meet people's identified needs.
- Works collaboratively with individuals, families, carers, communities, colleagues and other agencies.
- Undertakes safeguarding investigations, with suitable supervision, attending planning meetings, case conferences and reviews as required and performs a key working role where appropriate.
- Ensures that all recording of social work activity is carried out in accordance with policy and procedures.
- Attends appropriate continuous professional development activities as are required and suitable, in agreement with the line manager and contributes to the professional development of colleagues, for example, through mentoring, coaching, practice assessing and modelling high standards of professional practice.
- Provide formal supervision to a small number of unqualified staff if requested and gives informal supervision and support to social workers.
- Assists managers to further develop the team. For example, by leading work streams designed to embed improvements to social work practice.
- Can be available to work within any of the Council's localities.

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

Assessed By:

Professional Social Work qualification and current registration as a social worker	A,I, D
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with the Health & Care Professionals Council (HCPC) and substantial post qualification experience	
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the medium term	A,I
The ability to identify and respond to needs of clients which may be exceptionally difficult to satisfy such as those with multiple impairments or suffering from a range of special difficulties arising from their circumstances, using enabling approaches whenever possible	A,I
The ability to undertake assessment of complex needs and develop, monitor and review appropriate programmes of care and support involving multi-agency delivery, for and in partnership with clients and carers	A,I
The ability to act on behalf of the Council as an advocate in a formal setting	A,I
The ability to make frequent decisions and exercise initiative independently to fulfil the requirements of the role, as agreed in supervision	A,I
The ability to work under a very high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A,I
The ability and experience to cope with intense emotional demands arising from the nature of the client group such as terminally ill clients or cases of child abuse	A,I
Ability to supervise a small team, including work allocation, monitoring performance management and support	A,I
Ability to work well with colleagues, including managers, as a member of a team	A,I
Mobility essential. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A,I
To be able to operate a keyboard, our client database systems and employ basic computer knowledge and skills	A,I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A,I
Evidence of the development of substantial post qualification expertise demonstrated by the attainment of: PQ consolidation, Enabling Others module and at least one other module on the appropriate specialist pathway and evidence of satisfactory completion of the NQSW,EPD competency programmes and/or In – house KSF level 3	A,I, D
Agreement to taking on the full responsibilities as set out in the main tasks for a Level 4 Social Worker	A,I

Desirable Criteria

Assessed By:

Two years post qualifying experience as a Best Interest Assessor - during the two years to have been completing continuous assessments	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.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	