

# 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	<b>CSW04B</b>
Salary Grade:	Grade N		
Team:	Emergency Duty Team		
Service Area:	Children & Families		
Primary Location:	Within Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Service Manager, Team Manager		
Responsible for:	All Out Of Hours Safeguarding Children & Adults, PACE Referrals,		

#### Role Purpose

<p>To provide services to children and families and adults across Warwickshire.</p> <ul style="list-style-type: none"><li>● Full-time, qualified, and experienced Social Worker to deliver out-of-hours social work services.</li><li>● Ensure an efficient and effective emergency response for children, adults, carers, and partner agencies outside normal working hours.</li><li>● Provide guidance and support to colleagues in line with professional expertise.</li><li>● Must have strong safeguarding knowledge and experience with both vulnerable children and adults.</li><li>● Required to demonstrate effective care management, confident risk management, and the ability to work under pressure.</li><li>● Essential skills include prioritising and delegating work appropriately and efficiently.</li><li>● Generic role requiring experience in both children's and adults' social care.</li><li>● Responsibilities include safeguarding home visits and emergency social care assessments across Warwickshire.</li></ul>
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**Role Responsibilities**

The post holder will be responsible for:

- receiving, screening and assessing all incoming calls to the Emergency Duty Team in conjunction with a call coordinator.
- Determining what is a statutory responsibility and what can and cannot wait until the next working day.
- Prioritising incoming work, assessing potential risk and reaching decisions often based on limited information is essential.
- Ensuring they have an in-depth working knowledge of children/adult legislation and a willingness and desire to learn and be able to practice generically is essential.
- Managing a specific shift safely and with confidence.
- Understanding data and how to use it to improve performance.
- Keeping accurate recording and using the relevant integrated children’s IT system.

The role requires the commitment of the post holder to be self-motivated, reflective, keen to learn and develop and with an overall knowledge of national agenda’s and how they impact on local service delivery.

A willingness to travel at any given time is an essential element of the role.

Services provided by the Emergency Duty Team are critical in supporting the work of daytime services.

**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 Enhanced Level 4
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## Main Tasks

- To provide an outcome focused children and adult Social Work service in line with Social Work England
- To work within legislative frameworks and the Local Authorities policies and procedures in provided a children's and adults 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, during the shift.
- Manage a varied workload 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 or adults 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/GDPR.
- To take responsibility for own professional development in line with Social Work England
- 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 the service need including working in another locality within the local authority.
- 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

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 and at least three years statutory social work experience.	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.	A,I
Understands and keeps abreast of the complex climate in which we operate.	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
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, post qualifying continuous professional development as per SWE requirements and (PCF) 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
Non-disabled applicants must be able to drive, have a full, valid driving license 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

The role is subject to a satisfactory appropriate DBS check which will as a minimum will include Children enhanced & barred. Some roles where appropriate will require Adult barred	D

## Desirable Criteria

Assessed By:

Experience of night time working and shift work	A, I
Experience of working generically and having a generic knowledge bases	A
Experience of managing crisis	A
Working from home when required	
EPD Early Professional Development (EPD) programme or NAAS Level two Practice Educator and PG Cert in related subject.	

## 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	X <input type="checkbox"/> Restricted postural change – prolonged sitting
X <input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing

<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" 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 checked="" 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 checked="" 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):	