



## Role Profile

<b>Job Title:</b> Advanced Social Worker	<b>Role Profile Number:</b> PCDH36
<b>Grade:</b> R	<b>Date Prepared:</b> 1 May 2019
<b>Directorate/Group:</b> Adults & Children	<b>Reporting to:</b> Assistant Team/ Team Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

To provide practice and professional leadership, support and supervision for social workers and social care staff in adult care teams.

To uphold standards of practice for social workers as defined by Social Work England and in accordance with the BASW Professional Capabilities Framework for Social Workers.

Practitioners working in line with the Advanced Level of the Professional Capabilities Framework (PCF) are expected to provide practice and professional leadership through the development of evidence-informed practice, quality assurance, staff development, knowledge development and management, and will also help to influence and contribute to strategic development in the organisation. Advanced Social Workers make a difference by working both directly with people in highly complex situations, and by supporting staff to provide better outcomes for people who use services, families, carers and communities.

### **Advanced Social Worker:**

Advanced social workers are highly skilled in their field of social work, are routinely involved in supervision or oversight of others and / or highly specialised practice and / or learning and development. They ensure the integration of professional knowledge, the perspectives of people using services and research / evaluation evidence routinely in their practice and promote this with others. There are three developmental pathways. Social workers may work in one pathway or across pathways.

**Advanced Social Work Practitioner:**

Practice with a specified user group and are recognised for their expertise and excellence, providing leadership, supervision, evidence and professional wisdom to colleagues and other professionals. They often work in situations of very high complexity. They provide constructive challenge to others at all levels in the organisation to enhance practice, procedures and policies, promote innovation and evidence-informed practice, and introduce improved ways of working into their work settings (e.g. knowledge transfer from other sites of excellence). They contribute to knowledge in their field of practice, and make use of sophisticated, critical reasoning. They both model and facilitate reflective practice and the learning of others. (Example - Systemic Family Social Worker; Consultant Social Worker in mental health).



**Advanced Social Work Educators:**

At Advanced level facilitate the learning of others (students on qualifying programmes, those in ASYE and those undertaking CPD), enabling them to develop their knowledge, skills, values and practice. They support and develop other practice educators in their work and identify and resolve difficult situations in respect of learning and practice development. They positively manage the interface with providers of education and training, and may contribute to arrangements for selection, curriculum delivery, assessment and evaluation. They will be able to draw on highly skilled practice, contemporary research practice and best educational practice. They may contribute to workforce development strategies in the agency. (Example - Lecturer, Trainer or Learning and Development Consultant).



**Social Work Managers / Team or Practice Leaders:**

Will lead, motivate and manage a team (social workers and others) towards excellence, ensuring the service provided is effective, high performing and providing high quality social work services. They ensure responsiveness to and inclusion of service user and carer views and feedback and ensure dialogue with local communities. They use quality assurance, resources and budgets appropriately, in collaboration with others in their agency and externally. They are knowledgeable about management and leadership within the public sector and in social work and develop leadership skills relevant for delivering quality in complex service and social systems. They work to create suitable working conditions for social work and promote the Employers' Standards for Social Work. They contribute to the development of practice, procedures and policy and specifically the professional development of the team they lead. They are accountable for the practice of others and provide effective supervision, mentoring and coaching to enhance the quality of practice. They use their social work capabilities and values in their approach to leadership. (Example - Social Work (or interdisciplinary) Manager and / or Supervisor (e.g. Practice Supervisor / leader; Team leader).



## **Key Accountabilities**

- Undertake assessments, determine care packages / support plans and manage a large and complex caseload to maintain or improve the wellbeing of individuals in line with agreed service procedures and national legislation. Professionally supervise and support other colleagues.
- Participate in and where appropriate chair meetings of internal / external partners and other agencies, Best Interest decision maker, or facilitation of this, CHC joint decision making panels, etc.
- Take a lead role in promoting safeguarding within the team in line with Swindon policy and procedures for safeguarding adults. Perform Investigating Officer and Enquiry Manager role including Section 42 (Care Act) enquiries, as required, usually in complex and / or multiagency working situations.
- Manage a small caseload of complex work, using person centred practice principles to assess, support plan and review with the aim of promoting well-being and positive risk taking of individuals.
- Ensure that personal practice is in line with current legislation, including The Care Act (2014), The Mental Capacity Act (2005) and The Mental Health Act (1983) and local policies and procedures, as relevant to the role.
- Ability to manage and resolve complex and high-risk situations using negotiations and diplomacy, involving individuals, their families, or staff groups. Where these fail pass to senior managers.
- Participate in the planning, prioritising and allocation of work within the team.
- Promote, develop and model high quality social work practice including working within statutory responsibilities, evidence based practice and comply with professional standards required by the Health and Care Professions Council.
- To contribute to local knowledge (within the team and the service) about universally available services, including what is available within the voluntary and community sector, as well as the Department's commissioned and contracted services and to signpost/advocate for individuals accordingly.
- Provide professional support to social workers, assistant care managers and other team members, including development of skills, knowledge and experience and addressing performance issues.
- Provide specific operational professional advice and guidance to team managers, Heads of Service, Directors, and commissioning colleagues on a broad range of issues relevant to social work.
- Supervise and appraise social workers in line with the Post Qualifying Standards for Social Work Supervisors to influence and improve service delivery.
- Provide weekly one to one (and group) supervision to support decision making.
- To take on formal assessor role for newly qualified social workers undertaking the Assessed and Supported Year (ASYE).
- To participate in Practice Education Professional Standards (PEPS) training and undertake placement supervision of student social workers.
- Contribute to and participate in development of best practice in social work in conjunction with the Principal Social Worker (Children and Adults).
- Ensure that the practice of staff you supervise is in line with the current legal framework, including The Care Act (2014), The Mental Capacity Act (2005) and The Mental Health Act (1983) and related local policies and procedures, as relevant to their role.
- Work in collaborative partnerships with colleagues from the council, health and other stakeholders within the voluntary and community sector which promote well-being, social inclusion and resilient.

- Commitment to anti-discriminatory and oppressive practice.
- Provide statutory support to adults with care and support needs and their carers / families, which includes information and advice, assessment, support planning and safeguarding.
- Comply with legal frameworks for social care in line with personalisation principles, which aim to put individuals, families and communities at the heart of care and wellbeing; and in doing so strengthens relationships between members of that community and builds social capital.
- Operate within defined budgets for social care and participate in Performance Management reviews, working closely with the leadership team to monitor, analyse and improve team performance.

### **Supplementary Accountabilities**

- Able to demonstrate independent critical judgement, to problem solve in complex and unpredictable situations and to effectively manage conflict.
- Working with older people with short and long term and complex needs providing care and support to enable people to be as independent as possible. This could include people with Learning Disabilities, Autism, physical and Mental health disabilities.
- Able to communicate effectively with people at all levels with positive and person-centred approaches, including via written reports.
- Able to plan, chair and contribute to meetings.
- Commitment to anti-discriminatory and oppressive practice.
- Ability to use and contribute to supervision / team meetings to promote your own and team development, skills and learning.
- Work in partnership and liaison with partners including primary, secondary and tertiary health care, private providers, schools, voluntary sector organisations and others to provide coordinated support for individuals and / or carers.
- Provide advice and guidance on complex issues which could be contentious and challenging in nature.

### **Safeguarding**

For all roles within Adult Social Services. Swindon Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

All children have the right to grow up safe from harm and the Children Act 1989, and 2004 place duties on all agencies to promote and safeguard the welfare of children in need and at risk in their local area. A child is defined within the Children Act 1989, as anyone who has not yet reached their 18th birthday. The Swindon LSCB Multi-Agency Threshold Guidance is aimed at every agency, statutory, voluntary, private and independent which works directly or indirectly with children, young people and families. The purpose of this

guidance is to help agencies identify a child's degree of need and respond appropriately. The threshold document includes: The assessment framework to determine and decide when a case should be referred to the local authority children's service

### **Knowledge & Experience**

- Significant relevant professional experience post qualification in a similar work environment.
- Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism.
- Evidence of professional development including contributing to the development and learning of others individually and as part of a team.
- Expert knowledge of social care legislation and policy as it relates to social workers and the wider social care team, including mental capacity and safeguarding adults and ability to undertake consultation role for case holding social workers.
- Experience of working in partnership with service users, other professionals and agencies.
- Experience of supporting people through change and developing and implementing practice, policy and other changes.
- Experience of supervision, appraisal and professional development of staff.
- Excellent ICT skills including use of Microsoft applications and specialist systems.
- Experience of multi-disciplinary and partnership working and awareness of the issues involved.
- Planning and workload management skills.
- Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex individual assessments.
- Experience of using professional knowledge to work within referral systems according to established criteria.
- Proven ability to work with challenging individual groups and situations.
- Knowledge of financial assessment processes.
- Excellent interpersonal and communication skills.
- Proven ability to deliver training.
- Accurate record keeping and report writing.
- Good presentational skills.
- Proven organisational skills, including the ability to work under pressure, prioritise your caseload and meet deadlines.
- Good understanding and proven ability to use database information systems.
- Takes responsibility for own professional development and commitment to evidenced based practice, including ability to reflect on own strengths and practice / knowledge gaps.
- Proven skills in safe practice techniques and ability to work to risk assessments.
- Experience in audit and / or engagement in research.
- Experience in monitoring financial spend.
- You must be fluent in the English language (as a requirement of Part 7 of the Immigration Act - for the effective performance of an individual-facing role).
- Other specialist knowledge or experience transferable to this role.

## **Qualifications**

- Qualified Social Worker, Degree in relevant profession with evidence of post qualifying learning and development.
- Social Work England registered.
- Post graduate qualification in a relevant area, e.g. Practice Educator or Best Interests Assessor or Approved Mental Health Professional.
- Evidence of or commitment to Leadership or Manager training / qualifications.

## **Decision Making**

- Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.
- Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.
- Use initiative to manage responses to complex business / technical issues within the service.
- Make business decisions based on up to date specialist knowledge and analysis.
- Contribute to developing council strategy within the service area.
- Conduct statutory and / or complex / specialist assessments of individuals' circumstances and issues to determine intervention / referral to the appropriate service.
- Work closely with others to clarify changing service requirements. Identify, recommend and support the development and delivery of improvements in processes and procedures.
- Provide financial advice to support service provision and/or individual individuals.
- Leads on complicated multi-agency working to inform assessment and care planning in order to make a positive difference to children and families in complex situations.

## **Creativity and Innovation**

- Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services.
- Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies.
- Contribute to long term strategies.
- Provide professional advice, assessments or referrals, ensuring interventions are timely and cost effective.
- Manage a complex and varied caseload within a framework of policy and procedures – subject to managerial control and review of results.
- Plan / co-ordinate / deliver training activities which support knowledge sharing both internally and externally, where appropriate.
- Research information to support and develop services for the individual group.

- Prepare standard reports and contribute to reports for court / tribunals as required, representing the service at court / tribunal attendance as required.
- Assess and oversee adaptation work including advice and demonstration of specialist equipment to individuals.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None Directly Managed, requirement to support junior members of staff.</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• To provide professional advice to Junior staff.</li> <li>• To review Junior staff work and advise on decision making.</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p>
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**Contacts and Relationships**

- Provide more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Liaise with professional colleagues, providers and external agencies to gather and exchange information and co-ordinate actions and interventions where required.
- Support or guide colleagues / individuals / stakeholders on issues relevant to the service area.
- Deal with people at all levels confidently, sensitively and diplomatically.
- Be first point of contact on a range of queries from internal / external people, will be dealing with challenging situations where influence could be required.
- Support parents or carers regarding development issues including complex problems.
- Contacts will include: colleagues, senior managers, partners, Individuals, members of the public, and stakeholders.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	