

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Group:</b>	COMMUNITY & CHILDREN'S SERVICES
<b>Division:</b>	CHILDREN'S SERVICES
<b>Section:</b>	CWM TAF YOUTH OFFENDING SERVICE
<b>Sub Section:</b>	ALL AREAS
<b>Post Title:</b>	SENIOR PRACTITIONER
<b>Vision Post Number:</b>	453
<b>Grade:</b>	GR12
<b>Responsible to:</b>	OPERATIONAL MANAGER
<b>Posts Reporting to this Post:</b>	SOCIAL WORKER, YOUTH JUSTICE WORKER, YOUTH BUREAU WORKER
<b>Team:</b>	
<b>DBS Required Level:</b>	ENHANCED
<b>Location:</b>	NORTH BASE – MERTHYR LAW COURTS SOUTH BASE – UNIT 2 MARITIME INDUSTRIAL ESTATE
<b>Date of Description:</b>	AUGUST 2017

### KEY OBJECTIVES

The prevention of offending and re-offending by improving outcomes for young people and their victims.

The post holder will, as part of their multi-agency Youth Offending service provide a range of integrated Youth Justice services for young people, their families and the courts.

To assess, plan and deliver individual interventions for young people who offend to ensure the provision of a skilled and expert service that complies with national standards and local objectives, as outline in the Cwm Taf Youth Justice Plan.

To safeguard and promote the wellbeing of vulnerable children and young people through the provision of high quality Social Work practice in assessment, interventions, planning and review;

To participate in effective partnership working and engagement and to work collaboratively with a range of organisations, statutory and voluntary in delivering services to children and young people;

To work in partnership with young people, their carers, victims and significant others in undertaking assessments, plans and interventions.

To oversee various Youth Offending Service projects.

To complete written reports as required in line with Children's Services policies and practices;

To ensure that the views of Children and Young People are listened to as part of any process undertaken;

To maintain the highest professional standards in the discharge of this post and to uphold the Social Care Wales Code of Professional Practice; and promote to others within the area of responsibility;

To deputise for the Team Practice Manager when necessary and as appropriate.

### **SPECIFIC RESPONSIBILITIES GENERIC TO ALL SENIOR PRACTITIONER POSTS IN RHONDDA CYNON TAF**

Senior social work practitioners fulfil their duties, roles and responsibilities in line with those described for Social Workers (**APPENDIX 1**). However, they perform additional duties and functions which reflect their ability to undertake social work practice at its most complex level, as described below.

#### **The core components of the Senior Social Work Practitioner role include:**

- Carrying a complex caseload within a service area;
- Undertaking Social Work duties and leading joint investigation of child abuse,
- Acting as a resource for staff and management to provide expert professional advice on individual cases;
- Chairing 'strategy' and other case meetings;
- Promoting high standards of professional practice including the importance of good record keeping;

- Providing general support and guidance to Social Workers and other staff, including coaching and mentoring;
- Undertaking casework supervision with Social Workers and other support staff;
- Joint or co-working with less experienced staff including supporting at meetings and court proceedings dealing with complex issues;
- Acting as a Practice Teacher/Assessor, PQ Award Mentor or other formal role to support and co-ordinate the provision of learning opportunities;
- Being involved in research and promoting evidence informed practice;
- Having a designated champion role for particular areas of practice, e.g. domestic violence, Continuing Health Care, Carers issues, Anti-Social Behaviour Disorders or sexual exploitation;

Local needs, structures and skill mix arrangements should not compromise the ability of senior practitioners to fulfil their roles. Their duties and responsibilities must centre on their Social Work practice, coaching and mentoring. However, **it is understood that senior social work practitioners may be required to fulfil other functions on a short term, needs led basis or as part of a career development opportunity which enables them to gain experience of the management role.** Examples of these additional duties are provided below:

**Other additional duties include:**

- Undertaking line management responsibilities for one or more members of staff
- Allocating cases
- Identifying staff training and development
- Undertaking staff training and development
- Leading or assisting in practice development and special projects
- Handling complaints
- Contributing to the development of policies and procedures
- Supporting performance management arrangements for teams
- Ensuring a high standard of data collection and record keeping
- Ensuring statutory duties and Council policies and procedures are implemented

## **APPENDIX 1**

### **OVERALL RESPONSIBILITIES GENERIC TO ALL RHONDDA CYNON TAF SOCIAL WORK POSTS**

- Undertaking assessments with individuals and their carers, identifying outcomes and where required developing care and support plans, which are monitored and reviewed;
- risks to individuals and others are assessed and balanced in a way that promotes empowerment, independence and choice for service users and their carers;
- decisions about allocating scarce resources are made, the Council manages its services within the financial resources which have been secured to deliver social care services and all staff need to have due regard to this;
- social inclusion of isolated and vulnerable people is promoted;
- collaboration with other agencies is strengthened;
- the Council accounts for its actions through effective, accurate recording of decisions.
- ensuring that electronically held records, including case recordings, assessments, care and support plans and reviews are completed and/or updated in accordance with departmental policy and procedures;

### **SPECIFIC RESPONSIBILITIES**

#### **Accessing Personal Social Services**

- Engaging in a structured conversation with those making initial enquiry of the service and evaluating any information given;
- Giving information, advice/and or sign- posting to other services;
- Apply eligibility criteria/thresholds to make a judgement on whether a referral is appropriate;
- Assessing urgency of response required to a referral;
- Assessing initial level of priority of a referral;
- Making initial enquiries, e.g. other agencies, contacts;

- Accurately and fully recording referral information in accordance with departmental procedures;
- Ensuring the timely transfer of referral information in accordance with departmental procedures and time scales ;
- Safeguarding the welfare of a vulnerable person at immediate risk of harm.

### **Assessment of Need**

- Evaluating the nature of possible needs based on referral information and any previous records;
- Making enquiries, e.g. inter-agency contact;
- Safeguarding the welfare of a vulnerable person at risk of harm;
- Making arrangements for an appointment and/or visit for assessment;
- Engaging in direct work with service user and carer/s to carry out a proportionate assessment;
- In working with service users and carers, social workers seek to enhance their problem solving capabilities in a way that support maximum independence and choice;
- Identifying the range of needs with service users and carer/s to develop a care support plan as appropriate;
- Considering with service user and carers, options to best meet agreed needs and assist in making informed decisions;
- Seeking to maximise the financial and material resources available to service users from all possible sources;
- Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and time-scales;
- Preparing court and other specialist reports in the required format;
- Ensuring that case file recording is completed in accordance with departmental policy and procedures and policy;
- Ensuring that electronically held records are completed and/or updated in accordance with departmental policy and procedures;

- Convening an/or attending inter-agency meetings/liaison, e.g. case conferences, strategy meetings.

### **Planning and Managing Care**

- Promote the empowerment of service user and carer/s through agreeing desired outcomes that promote independence;
- Agreeing a range of services to meet needs with service user and carer/s;
- Obtaining appropriate management authorisation prior to the commencement of care and support plans;
- Negotiating, arranging and confirming resources with service providers to meet needs;
- Recording and disseminating care plan in accordance with statutory requirements, legislation and departmental procedures;
- Completing commissioning/contracting documentation in accordance with departmental policy and time scales;
- Convening and/or attending inter-agency meetings/liaison, e.g. case conferences, planning meetings;
- To identify the risk of abuse, failure to protect, harm to self or others and assess the need for intervention in such situations;
- Participating in statutory processes to promote and protect the well-being of vulnerable children and/or adults including investigation where appropriate;
- To contribute operational knowledge and expertise to the process of service review and development as well as developing local implementation strategies for new legislation, guidance and advice.

### **Monitoring and Reviewing Provision**

- Arranging and co-ordinating review of the care and support plan;
- Engaging directly with service user/families/carers/ in the review of the care and support plan and agreeing changes where necessary;
- Negotiating and agreeing changes to plan with providers and other agencies involved;

- Completing review documentation in accordance with departmental policy and time scales;
- Ensuring that service users are aware of complaints procedures and advocacy services.

### **Managing Workload**

- Timely administration of all aspects of caseload to ensure that the recorded caseload fairly reflects work done;
- Preparing and engaging in professional supervision with line manager;
- Establishing and maintaining good working relationships with colleagues;
- Identifying and addressing areas for professional development and training;
- Completing appropriate documentation, e.g. agenda/minutes of supervision;
- Agreeing action plan;

### **Maintaining and Developing Professional Competence**

- As a registered social worker the individual practitioner is required to demonstrate Continuing Professional Development that will meet the requirements of Social Care Wales. This amounts to the equivalent of 15 days over a three year period and should ensure the registrant updates their knowledge and maintains a level of competence that at least meets the requirements of the National Occupational Standards;
- To promote the sharing of good and consistent practice, and the continuing improvement of services to children, young people and their families;
- Social Workers have a responsibility to plan and work within the financial resources which have been secured to deliver social care services within their area of accountability;
- Following a minimum two years post qualification practice and as a career and developmental opportunity, may as mutually agreed with the Council undertake Approved Social Work training and subsequently practice as an ASW;
- Following a minimum two years post qualification practice and as a career and developmental opportunity, may as mutually agreed with the Council undertake the practice teaching qualification and subsequently act as a Practice Teacher/Assessor;



- To ensure that services provided are non-discriminatory in respect of race, sex, age, marital status, sexuality, disability, religion or nationality.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>Professional Social Work qualification e.g. CQSW, DipSW, CSS.</p> <p>A sound understanding of the Law relating to children and families.</p> <p>An understanding of child and adolescent development.</p> <p>A knowledge of equal opportunities / anti – oppressive practice.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>Hold a professional development qualification e.g. Practice Teachers Award, PQ6, NVQ Assessor Award.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	<p>Three years post qualification social work experience of working with children and young people.</p> <p>An understanding of the assessment of need and risk.</p> <p>An understanding of child protection issues.</p>	
<b>COMPETENCIES</b>	<b>Community &amp; Social Care Competency Framework</b>	
<b>Working with Partners</b>	<p>Works to overcome conflicting viewpoints for the best interest of the Service User</p> <p><b>Actively identifies partners and community networks that can be used for the benefit of the service user</b></p> <p>Ensures that everyone has a clear idea of what their roles are and what they are trying to achieve</p>	

<p>Working with Team Members</p>	<p>Builds lasting, positive &amp; supportive relationships based on trust</p> <p>Recognises that all members of the team have different skills and experiences that can be drawn on</p> <p>Promotes and demonstrates an ethos of equality and diversity</p>
<p><b>Communicating Effectively</b></p>	<p>Communicates clearly and concisely</p> <p>Is able to deliver difficult messages sensitively</p> <p>Produces clear, accurate and up-to-date reports and records</p> <p><b>Keeps a flow of information going to allow quick resolution of issues or queries</b></p>
<p><b>Looking After the Service Users' Best Interests</b></p>	<p>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward</p> <p><b>Is able to analyse, summarise and record the situation for / with the service user effectively taking into account potential barriers</b></p> <p>Sets up / supports care packages that genuinely meet identified needs as much as possible</p>
<p><b>Working with Change</b></p>	<p><b>Has creative and different ideas about how to move things forward in service areas</b></p> <p>Makes changes and ideas a reality, and helps to make them work</p> <p>Is able to 'sell' the positive aspect of change to others</p>
<p><b>Achieving Results</b></p>	<p>Takes responsibility</p> <p>Is flexible, can switch tasks / roles / priorities to deal with new demands, changes or new information</p> <p><b>Demonstrates professional competence and consistently delivers high-quality outcomes</b></p>

<p>Encouraging Professional Development</p>	<p>Is open to alternative methods of development, e.g. training, coaching, reading, mentoring, experiential learning</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development</p> <p>Keeps professional development (CPD) up to date</p>
<p><b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b></p>	<p>Requirement to travel independently throughout the Service Area.</p> <p>Enhanced Disclosure and Barring checks on appointment and at periodic intervals.</p> <p>To be personally responsible for the continued registration as a 'Social Worker' with Social Care Wales.</p> <p>To work in a family supportive manner which might include working evenings and weekends.</p>