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| JOB DESCRIPTION |

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| Job Title: | Advanced Social Worker (Level 4) |
| Job Ref. No.: |  |
| Directorate: | People – Adult Social Care |
| Division: |  |
| Grade: | HBC 9, Spinal Points 32-35  |
| Responsible to: | Practice Manager and Principal Manager |
| Responsible for: | Social Workers, Community Support Workers & Students |

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| **MAIN PURPOSE OF THE JOB:** |
| Within the framework of legislation, agreed policies and procedures work with, or on behalf of, individuals and families, to assist them to resolve their personal problems and adjust to, or change their social environment to improve quality of life. Provide guidance and professional wisdom to colleagues and other professionals, demonstrating expert and effective practice in complex situations; assessing and managing higher levels of risk and offering expert opinion within the organisation and to others. |

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| KEY DUTIES AND RESPONSIBILITIES: |
| 1. | Work directly with people in highly complex situations assessing the need for social work service including identification of risk and the need for protection, determining the method of intervention to manage and minimise risk.  |
| 2. | Work independently, to individual and Council priorities and policies, to manage an allocated workload of complex cases. |
| 3. | Decide or advise on the use of appropriate social care and/or other services, resources and contributing views on service provision to commissioners where applicable. |
| 4. | Liaise and negotiate with other professionals, statutory and voluntary agencies to gather information relevant to assessment and planning activities and ensure the best possible service is provided for service users. |
| 5. | Maintain own knowledge and skills, including in a required specialist professional area. Undertake research in practice to inform service direction and contribute to strategic development.  |
| 6. | Comply with the statutory obligations of the Council. |
| 7. | Chair a range of meetings and offer expert support and advice to case conferences. |
| 8. | Maintain and update appropriate records of work undertaken and carry out required administrative procedures. Produce assessments and reports which exemplify high standards and communicate requirements with clarity and precision.  |
| 9. | Prepare for, and attend supervision sessions, staff meetings and events and make use of all available training and developmental opportunities, modelling good practice and setting expectations for others. |
| 10. | Contribute to the evaluation and developments of services and new ideas by sharing knowledge about theory, skills and practice with other social care staff, professional groups and interested bodies. Provide a professional steer for colleagues and other partners in situations of high complexity. |
| 11. | Develop and provide a training resource for social workers, support staff and carers. |
| 12. | Take responsibility, and be accountable for, the development and practice of others, by mentoring newly qualified social workers, assessing student in practice placements and facilitating the learning and continued professional development of colleagues. Provide reflective practice teaching opportunities by creating a learning environment within the team.  |
| 13. | Provide support, and delegate for, the Practice Manager as required. Offer constructive challenge to enhance service provision and promote innovation.  |
| 14 | Undertake day-to-day supervision of staff to ensure that they are supported, that reflective practice takes place and that development opportunities are identified.  |
| 15. | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

Applicants should note that the successful candidate would be asked to apply for an Enhanced Disclosure. Further information about the disclosure scheme can be found at WWW.disclosure@gov.uk

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| PERSON SPECIFICATION |

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| Job Title: | Advanced Social Worker |
| Job Ref. No.: |  |
| Directorate: | People – Adult Social Care  |
| Division: |  |
| Grade: | HBC 9 |

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| **MAIN PURPOSE OF THE JOB:** |
| Within the framework of legislation, agreed policies and procedures work with, or on behalf of, individuals and families, to assist them to resolve their personal problems and adjust to, or change their social environment to improve quality of life. Provide guidance and professional wisdom to colleagues and other professionals, demonstrating expert and effective practice in complex situations; assessing and managing higher levels of risk and offering expert opinion within the organisation and to others. |
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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Attainments/Qualifications | BA in Social Work or equivalent.Registered with Social Work England. Worked through a programme of post qualification professional development and have achieved equivalent CPD accreditation. *And/or*Qualified and practicing Approved Mental Health Professional. | Adherence to professional CPD requirements  | AAAAA/I |
| Experience | Practice-based experience in one or more of the following fields:* Older People
* Adults with Learning Difficulties
* Physical and Sensory Disabilities
* Rehabilitation Service (including drugs and alcohol, mental health, acquired brain injury or other relevant service)

Completing assessments and devising care packages.Understanding of strengths-based (asset-based) approaches.Application of person-centred support planning, with an outcome focussed approach.Able to work independently and with complex needs.  |  Allocation of resources and experience of working in partnership.Providing a professional steer; influencing and negotiating as required. Day-to-day supervision of staff. | A/IA/IA/IA/IA/IA/I |

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| Skills and Knowledge | Maintenance of specialist professional knowledge and skills.Knowledge of current initiatives and developments in services for adults (locally and nationally) Knowledge of relevant legislation and national policies such as the Care Act, Mental Capacity Act, Mental Health Act and Code of Practice and human rights and equality statute.Experience in the application of personalised approaches to safeguarding adults.Able to work effectively with adults who access support, and their carers.Able to manage and organise own workload.Able to be flexible and innovative.Able to work in a multi-disciplinary environment. Clear record keeping and report writing.Experience of social care IT solutions. Active involvement in supervision, critical reflection and analysis.  | Able to work creatively with available resourcesPromotion of the social work role and standards.Use, and monitoring of, electronic social care records.Carefirst 6Facilitate service development. | A/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/IA/I |
| Other Requirements | An enthusiastic and dedicated team member.Ability to work outside of normal working hours if required.Car User.\*Ability to manage own professional development.Sensitivity, diplomacy and resilience.Awareness of Equality and Equal Opportunities and the ability to demonstrate this within a work environment. Able to challenge discrimination.Understanding of the need to co-produce with adults who access support.Work to promote the best interest of the adult and their family/carers.Positively promote customer care. | Able to work on own initiative.Promote the wellbeing of individuals with a view to preventing or delaying the need for care services.Supporting colleagues, actively sharing best practice knowledge and encouraging a learning culture.Presentation skills.  | A/IA/IA/IAA/IA/IA/IA/IA/IA/IA/I |

\*Reasonable adjustments will be made under the Equality Act