

	<b>Job Title</b>	Advanced Practitioner
	<b>Department</b>	Community, Health and Well-Being
	<b>Section</b>	Adults Social Care
	<b>Grade</b>	PO3
	<b>Reports to</b>	Team Manager
	<b>Staffing Responsibility</b>	Supervise Care Assessor by agreement with the Team Manager, and based on the priorities of the service.
	<b>Organisation</b>	<i>Please attach organisation structure</i>

**Job Purpose:**

1. To provide a high quality and effective Social Work / Occupational Therapy service to respond to the needs of Adults and their families in a timely manner and within statutory guidelines, Directorate policies, standards and guidelines.
2. To carry out needs led assessments of adults within the guidelines of the Care Act. To care manage complex cases including Safeguarding Adults, Deprivation of Liberty and applications to the Court of Protection.
3. Manage and monitor a workload of complex cases as directed and organise work activities taking into account the need to prioritise tasks and responsibilities, ensuring effective risk assessments, completion of complex mental capacity assessments and appropriate provision of support plans to meet identified eligible needs.
4. To formulate appropriate support plans and negotiate care packages with service users and service providers, including consideration of equipment needs to meet complex moving and handling needs. This will involve formulating multi-service care packages, and reviewing on a regular basis.
5. To support the unit in meeting individual / Unit performance targets and actively contribute to its continuous improvement. To take responsibility for own professional development by attending supervision, appraisals and learning and training opportunities and maintain ongoing continuing professional development to ensure the requirements of the HCPC (Health and Care Professions Council) registration are met whilst working in an effective and efficient manner.
6. To provide practice advice/guidance to other members of the team

**Principal Accountabilities and Responsibilities:****General Duties**

1. To carry out needs led assessments of service users and their carers and to manage on a time limited or long-term basis and meet performance targets.
2. To identify appropriate services to meet appropriate need, and negotiate contracts with

- providers.
3. To complete financial assessment of service users, and support them to manage their financial affairs.
  4. To provide support plans to service users in receipt of services from the department.
  5. To regularly monitor and carry out reviews within guidelines of the Care Act timely 6 weeks/12months reviews of services provided to service users within allocated caseload. This will include reviewing multi-service care packages.
  6. To update Support plans following reviews, and negotiate care packages with service providers.
  7. To be familiar with Brent's policies and procedures and appropriate legislation procedures and resources.
  8. To maintain appropriate and up to date customer records and to provide statistical information and reports as and when required. To co-operate in research projects where appropriate
  9. To contribute to the development, planning and implementation of policy and practice relating to the care management of service users.
  10. To facilitate and foster effective relationships between local authority, NHS, private and voluntary sector partners and service providers.

### **Standard Requirements of all posts**

11. To maintain Social Worker / OT Registration through the HCPC, and observe the professional code of conduct / standards of proficiency at all times.
12. To engage in regular vetting with the DBS.
13. To have responsibility for a portfolio of cases for a defined area of work as determined by the line manager
14. Co-operate and participate in the rota duty system at all times with other members of the service unit and to respond to Emergency situations when required.
15. To promote and ensure maximum service user/carer's involvement and participation at all times.
16. To ensure that care purchases are set up to reflect customers need and are best value for money.
17. To maintain such reports and records as may be required, including car mileage expenses, hours worked, daily diary etc. in accordance with Brent's policy and procedures.
18. To participate in professional supervision with the Line Manager.
19. To undertake training as required in the overall interests of the service and as part of career development.
20. To participate in team meetings, staff forums and work collaboratively as a team member.
21. Respond to public and other agencies by telephone, correspondence and direct contact in order to provide a service within departmental priorities and timescales.
22. To be active in implementing and carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures in professional practice and service delivery.
23. To be responsible for professional decisions within the Department's quality assurance framework and in relation to specific procedural guidelines.
24. To undertake service development tasks as appropriate.
25. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of vulnerable adults and Children.
26. To undertake other duties, commensurate with the grade of the post as may be allocated by the post holder's line manager.

### **Specialist Advanced Practitioner duty**

27. To autonomously manage a case load of complex cases under direction of the line manager
28. To lead for the department as a team champion offering advice and guidance to other social

care staff in a specified area of complex social care as agreed with team manager e.g. Complex moving and handling, high risk self neglect, complex Mental Capacity best interest decision making.

29. To train and operate as a BIA on the BIA rota
30. To be an effective role model of good practice within your professional discipline.
31. To facilitate and undertake timely comprehensive risk assessment of adults and carers and to carry a complex caseload involving multi-disciplinary work. This includes Court of Protection work.
32. To undertake specific tasks for absent colleagues on cases requiring action under the direction of a team manager.
33. Chairing meetings, where appropriate, under direction of a team manager for the service users and less experienced staff.
34. To undertake student supervision and to be active student practice educator.
35. To take responsibility for updating specialist knowledge in a relevant area, developing practice, creating and updating information systems.
36. To represent the Department on working groups or liaison meetings involving Health, Housing and other agencies.
37. To contribute to local and departmental training on practice issues in line with departmental policies and procedures
38. To supervise Care Assessors by agreement with the Team Manager, and based on the priorities of the service.
39. To maintain accurate records, including using IT
40. To provide high quality services which are cost-effective and appropriate to the specific needs of adults and their carers.

<b>DBS Status</b>	Enhanced and barred from working with adults
<b>Politically Restricted</b>	No

## Person Specification

### **Job Knowledge, Skills & Experience:**

*Specify the qualifications, experience, skills and abilities required.*

***All criteria are essential***

### **Knowledge and Qualifications:**

- Professional qualification in Social work or Occupational Therapy.
- A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to job responsibilities.
- Knowledge of the needs of elderly people, people with physical disabilities or drug and alcohol users dependent on post, and of relevant legislation

### **Experience:**

- Experience of working with elderly people, people with physical disabilities or drug and alcohol users dependent on post or
- Experience of working with the Elderly Mentally ill and Elderly Learning Disabled people, people with drug and alcohol use dependent on post. Significant post qualifying experience
- Experience of working in a multi-cultural environment
- Experience of multi-disciplinary work
- Knowledge and experience of computerisation including assessment processes
- Significant experience working in Care Service Department or similar organisation
- Knowledge and experience of tests to determine eligibility criteria for services.
- Experience of managing change, problem solving and decision making
- Understanding of and commitment to the implementation of Equal Opportunities and Client Care Policy in all aspects of work
- Understanding of and commitment to the implementation of the Council's Customer Care policy

**Skills and Abilities:**

- To communicate verbally and in writing, including the ability to write coherent comprehensive and up to date records, demonstrate file management skills inline with all policy requirements.
- The ability and willingness to use a computerised client database and word processing package (including e-mail).
- The ability to work autonomously and maintain accountability while using line management supervision appropriately.
- Ability to work positively as a member of the team both with Social Services and with other agencies
- Ability to be able to respond positively to supervision and training
- Ability to carry out comprehensive assessments of need and risk of adults and their carers within agreed time-scales and implement and review written support plans, successfully demonstrating clear knowledge and understanding of legislative, policy and practice issues.
- Ability to put together Care packages and support Plans to respond to complex needs including monitoring and reviewing
- Ability to negotiate and purchase Care Packages within Budgetary Framework
- Ability to prioritise and manage own work process and to work under pressure
- Ability to manage stress and conflict
- Ability to produce information and reports
- Proven experience in Negotiating and Advisory skills
- Proven experience of Assessment , Care Management and reviewing skills
- Demonstrate the ability to manage and prioritise a complex workload, to work under pressure, occasionally to include out of office hours, and the ability and willingness to take on additional responsibilities in order to achieve and maintain the agreed timescales.
- Ability to empathise with service users and provide a professional and customer focused service at all times.
- Demonstrate the potential to develop mentoring skills and contribute to the development of the team.
- Demonstrate the liaison, communication and presentation skills necessary to represent the service/department in multi-agency forums.
- Ability to train as BIA
- Ability to train as Practice Educator