



Job Description

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St. Helens Council

Post:	Advanced Practitioner
Department:	Peoples Services Department
Grade:	Scp 39 - 41
Responsible to:	Team Manager
Responsible for:	Supervision of Social workers and none social work qualified staff

Purpose of the Post:

Working within the standards of conduct, performance and ethics as described by the Health and Social Care Professional Council (HCPC) ensuring compliance with legal, organisational and multi-agency requirements.

To work alongside the Team Manager to ensure the effective delivery of services, supervising qualified social workers and taking a lead role supporting staff with complex cases.

Duties and Responsibilities:

Staff Management

1. To provide effective case supervision for designated social care staff, including reflective practice.
2. To participate in the delivery of in-house training.
3. To monitor social work standards as per policies and procedures including auditing of case files, statutory visits, pathway planning etc. and to provide data on a regular basis in relation to these audits.
4. To attend amongst others Court, child protection conferences and any other necessary meetings to support social workers and ensure effective plans are in place and are being progressed.
5. To deputise for the Team manager in their absence.
6. To undertake Practice Educator/Work Based Assessor role.

Service Delivery

7. Be responsible for the allocation of referrals involving consultation with the Team Manager.
8. Make decisions on case progression based on feedback, involving consultation with the Team Manager.
9. To implement a duty rota.
10. To contribute to the development of policies and procedures as and when necessary.
11. To authorise and quality assure reports, assessments, care plans and court documentation, in consultation with the Team Manager.
12. To contribute to the performance management framework in relation to departmental performance indicators, and ensure that individual and team practice contributes positively to improved performance.
13. To ensure appropriate Standards are maintained e.g. Safeguarding and Department policies and procedures are adhered to.
14. Provide relevant information on a regular basis to the Team Manager for them to make decisions related to case closure and case management, i.e. child protection plans and court proceedings etc.

Resource Management

15. To be involved in the recruitment of staff.
16. Identify professional development and training needs of employees and share these with the Team Manager.
17. To work jointly with Team Manager regarding absence and performance issues to agree appropriate action.

Monitoring and Evaluation

18. Contribute to the reporting of case load weighting.
19. To ensure an effective system is in place to gain the views of children and their families.

Partnership Working

20. To chair multi agency meetings including Child in Need Meetings, Core Groups, Care Planning Meetings as appropriate.

Employees with Management /Supervisory Responsibility

21. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
22. To be responsible for the implementation of the Council's Health and Safety policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
23. To communicate the Health and Safety Policy, procedures and guidelines to all employees, and contractors, under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records
24. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
25. To be responsible for the implementation of the council's Human Resources policies and procedures including Employee Relations, within the remit of the post.
26. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.

Additional Information

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Reviewed: March 2017

Date updated: April 2018