



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

<b>POST TITLE:</b>	Advanced Practitioner
<b>GRADE:</b>	Band 8
<b>RESPONSIBLE TO:</b>	Team Manager
<b>RESPONSIBLE FOR:</b>	Supporting the Team Manager by providing a higher level of front line skill and expertise to manage risk and meet complex needs.

### Overall Objectives of the Post:

**Advanced Practitioners:** - As a key member of the management team, Advanced Practitioners working in Adult Social Care are expected to play a leading role within their specialist practice area, assisting the Team Manager to facilitate practice improvement and development, motivating and inspiring our practitioners to provide adult social care best practice, that delivers positive outcomes for people, carers' and their families.

Working closely with the Principal Social Worker, Advanced Practitioners will contribute towards the development of service provision; policies; quality assurance and performance; training and effective multi-disciplinary working. They will play a key role around the management, teaching and assessment of students, carrying out practice learning in South Tyneside and newly qualified workers undertaking their ASYE within the team. In addition, whilst acting as a role model for critical reflection and analysis within clinical supervision they will champion evidence based practice to support defensible decision making and build on good practice, but also identify areas for learning which could be from compliments, complaints and case reviews.

The Advanced Practitioner will demonstrate an applied knowledge of Adult Social Care legislation including the Care Act, The Mental Health Act, Mental Capacity Act and the NHS Continuing Health Care framework, enabling the Advanced Practitioner to pass on professional knowledge to team members and provide advice on complex procedural matters. This will include confidence and competence in decision making, chairing meetings, and a knowledge and breadth of experience in a range of assessments and interventions.

Advanced Practitioners will carry a small protected caseload of complex cases. They will look to undertake research projects, attend networking events and provide training and coaching opportunities for team members, newly qualified workers and students through group supervision, quality of practice groups and action learning sets.

### Professional Duties and Responsibilities:

*As the Advanced Practitioner, you will support the Team Manager to ensure the provision of high quality Adult Social Care that promotes independence and wellbeing and improves outcomes for people in South Tyneside. You will:*

- Provide specialist practice leadership, motivation and effective clinical supervision ensuring these are in line with policy and are embedded across the team.
- Ensure appropriate systems are in place to monitor and respond to requests for Assessments, including those requested from nearest relatives.

- To lead on Performance, including quality and timeliness of assessments, case work and interventions.
- To ensure practitioners meet the deadlines imposed by legislation and local policy.
- In conjunction with the Principal Social Worker, take responsibility for the management, teaching and assessment of students carrying out practice learning in South Tyneside within your specialist team and newly qualified workers within the team, undertaking their ASYE.
- To take a lead role in complex cases enabling less experienced colleagues to develop their knowledge and skill by providing advice, guidance and support, including newly qualified practitioners and students to ensure that practice is evidence based, reflects best practice models and is in accordance with current policies, procedures and priorities.
- Role model a high quality practice by guiding practitioners to identify and manage risk, be curious and analytical, build strong and effective relationships and produce a high standard of service.
- Ensure appropriate horizon scanning around new policy drivers and apply extensive up to date knowledge of practice, theory and legislation to enhance practice, promoting leading edge and innovative practice as an exemplar of best practice.
- To take responsibility for the development and review of all policies, procedures and standards relating to specialist practice and lead group supervision and development sessions to ensure practitioners are fully briefed.
- Provide a commitment to knowing the community you serve and develop links with key partners and opportunities within it and liaise with local, universal and other services to promote access to them.
- Promote and embed the effective delivery of strengths based approaches to support planning, maximise the potential of an individual's strengths and community / family resources.
- Guide and support team members to facilitate choice through the promotion of independence, by applying professionally acquired knowledge and skills and make allocation decisions and judgements in respect of cases about the need for urgent intervention.
- Take direct responsibility for ensuring individual practice is subject to continuous improvement and meets with local and national professional standards, including attending training and professional development events and activities relevant to the role and necessary for HCPC registration.
- To regularly review and understand performance management data for the team and support the Team Manager to take action where things need improving, and escalate any performance issues in good time.
- Provide professional leadership on safeguarding issues in collaboration with other senior members of the team.
- To provide feedback and challenge in a professional way, holding high standards whilst offering support as part of ensuring high quality practice standards are maintained in accordance with the Councils and the Service's values and behaviour framework.

- To coordinate, convene, lead and / or participate in multi-agency meetings to ensure that case work activity and interventions are coordinated and reviewed in accordance with agreed policies, procedures and legislation.
- Take direct responsibility to support staff with ongoing development along with the successful integration of policy, resources and performance management issues, considering where improvements need to be made whilst continuing to deliver an effective service.

***You will be an active member of the Adults and Integrated Care Management Team. You will:***

- Contribute to the ongoing improvement and development of Adult and Integrated Care Services.
- Represent the Children, Adults and Health Group where appropriate at local, regional and national level according to skill, knowledge and experience.
- Support the service Quality Assurance programme by completing audits and practice observations to drive forward the standards of case work practice and effective recording, providing feedback and challenge to individuals to support service and individual improvement.
- Be responsible for ensuring data is accurately captured in Liquid Logic in a timely and consistent manner.
- Be responsible for investigating safeguarding concerns and carry out enquires in line with South Tyneside Safeguarding procedures with practice informed by the principles of Making Safeguarding Personal.
- Take responsibility for ensuring individual practice meets with Council guidelines, policies and procedures as well as local and national professional standards, including attending training and professional development events and activities relevant to the role and necessary for registration with HCPC.
- Investigate complaints in line with Council procedures and support the Team Manager to take forward the learning within your area and across the service.
- Maintain a personal responsibility to keep up to date with changes in practice and legislation, ensuring you have at all times an up to date record to support HCPC renewal.
- Have a commitment to actively participate in regular reflective supervision and appraisal through Employee Performance Management (EPM).

### **Cultural Change: Behaviour Framework**

South Tyneside Council has identified 3 core values and asks all employees to think about how you are able to demonstrate these values through your role.

- **Integrity:** We will do the right thing whatever the circumstances
- **Valuing People:** We will respect everyone and appreciate their diversity
- **Excellence:** We will strive for continuous improvement

Adults and Integrated Care have developed a behaviour framework to reflect these core values.

***Throughout your role you must demonstrate the following personal qualities and behaviours required of all our employees.***

**We will do what we say:**

- Act with integrity and be clear about our own responsibilities and accountable for our actions.
- Tell customers what they can and cannot expect from us.
- Respond when we say we will to customers queries, even if we can't provide a full answer but we will take responsibility for clarifying what we don't know.
- Balance competing priorities to meet standards and expectations.
- Trust colleagues to fulfil their responsibilities.
- Communicate in an open, honest, clear and concise way.
- Respect customers right to confidentiality, sharing information only in their best interest.

**We will focus on Solutions:**

- Value people and see the individual as the "expert" on their own life and believe choice and control should be in their hands.
- Help people and communities find their own solutions, building on their strengths and assets.
- Actively listen to and involve others, before making decisions and keep others informed of progress.
- Consider alternative solutions, using council resources responsibly and effectively.
- Be flexible in the way we deliver our services to meet customers' individual needs.
- Take planned risks to inspire creative and effective solutions, learning from our successes and failures.
- Work more effectively with individuals and their families and in partnership with health services, the voluntary sector and other organisations.

**We will be the best we can be:**

- Model the behaviour we want to see in others and lead by example.
- Keep up to date with developments in the service, regionally and nationally around best practice and new developing strategies.
- Act on comments or feedback.
- Share Ideas, resources and information effectively and actively develop our own knowledge and skills.
- Take pride in our own work and that of our team members.
- Celebrate team success and create a positive team spirit.
- Promote and drive continuous improvement by asking "How could we do this better?"
- Continually challenge current practice and put forward ideas for improvement.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SS/C

Date: 18.05.20