



JOB DESCRIPTION

JOB TITLE:	Senior Practitioner: Learning Disabilities
GRADE:	BAND 9
RESPONSIBLE TO:	a) Team Manager b) Head of Service
RESPONSIBLE FOR:	Staff from Trafford Council

MAIN PURPOSE OF THE JOB

To manage the day to day delivery of services for people with learning disabilities with or without autism and provide leadership, management, support and guidance to colleagues to assure that work is carried out in a multi-disciplinary way to promote the needs of people with learning disabilities and their families. In addition the post holder will support the Team Manager to ensure that governance systems and processes are adhered to and delivered within the area of responsibility of the senior practitioner.

MAIN DUTIES

1. To provide professional, clinical and operational advice and leadership to the learning disabilities team for day to day issues in order to ensure the delivery of high quality care which promotes independence and progression.
2. To monitor the level and quality of clinical / social work practice to ensure the service users' care needs are met within the framework of the statutory responsibilities and Organisational/Department policies, procedures and guidelines, including attention to the principles of best value.
3. To carry a caseload appropriate to role in line with banding and professional expertise and to be accountable within their teams for the appropriate allocation of referrals/cases.

4. To actively network with colleagues across the organisation and beyond in order to support local development projects and ensure compliance with current clinical practice and act as a strong advocate for partnership working and interdisciplinary care.
5. To have active involvement with Continuing Care applications and chair case conferences as appropriate and give guidance and support to colleagues.
6. Ensure the volume of work is appropriate to each team member and ensure the closure of intervention is appropriate and timely in line with requirements of contractual arrangements. To show that care packages (social care) reflect cost implications.
7. To deputise for the team manager when on annual leave, sickness, etc.
8. To work collaboratively to ensure robust data quality. Update and amend data as appropriate and undertake benchmarking work as required by the Team Manager to support the implementation of the Reshaping Care and any other agendas. Play an active role in redesigning the offer for people with learning disabilities with or without autism.
9. To participate in the development and planning of services, policies, procedures and guidelines.
10. To chair Safeguarding Adults case conferences where appropriate and facilitate advocacy services on behalf of clients as appropriate.
11. To be responsible for the day to day signing and checking of assessments, panel applications and case closure.
12. To embed a culture of accountability and governance at all levels and report to the senior leadership team any concerns around professional practice or any issues that pose a threat to safety or service quality.
13. To maintain Professional links with training establishments / universities.
14. Provide in house training / support to new staff ensuring staff are competent to undertake their role/perform specific tasks.
15. To chair team meetings and be responsible for the dissemination of appropriate information.
16. To be responsible for ensuring the training, attendance and sickness records are kept up to date in collaboration with the administration team.

17. To deal with and share learning from incidents and complaints and disseminate and embed learning to frontline staff.
18. Be responsible for ensuring business continuity plans are disseminated and understood by all staff and that the plans are reviewed and updated on an annual basis and more frequently when changes occur in the service.
19. Be responsible for ensuring competency frameworks are implemented locally, monitored and standards maintained and represent the service at local governance groups as required.
20. To audit caseload profiles within the team on a regular basis to identify trends and any other learning.
21. To ensure you meet professional responsibilities at all times (e.g. NMC, HCPC) and maintain your continuous personal development in order to maintain your registration with the appropriate registering body.
22. To work with other managers to collate the annual training needs analysis and support the local training and induction of staff (and students) as required, supporting the development of strong clinical leaders at all levels in the Divisional services promoting a professional culture of enquiry and learning that enables individuals to openly question, reflect and learn from their practice.
23. To contribute to the delivery of a balanced budget.
24. Performance management of services through utilisation of service data, research, service development & audit.
25. Any other appropriate duty as required by the Joint Director of Adults (Social Care)

Standard Statements

HEALTH AND SAFETY

- To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for own Health and Safety and that of other employees.

EQUALITIES & DIVERSITY

- To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

CUSTOMER CARE

- To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery; to recognise the value of its people as a resource.

TRAINING AND DEVELOPMENT

- To identify own training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

POLICY

- To work at all times within the established policies and practices of the Council and Pennine Care NHS Foundation Trust, within the framework established by the Council Constitution and associated guidance.

INFORMATION GOVERNANCE

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

Disclosure of Criminal Background (if applicable)

All employers are required to check with the Disclosure and Barring Service, the possible criminal background of staff and volunteers who apply to work with, or will have access to information about, children and young people or vulnerable service users.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working within Children, Families and Wellbeing Service. This will depend on the nature of the position and the circumstances and background of any offences.

Please note applicants refusing to sign the form or failing to disclose any convictions will not be progressed further.

Children, Families and Well-being Service is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment



PERSON SPECIFICATION

DEPARTMENT: Community Learning Disabilities Team

POST: SENIOR PRACTITIONER

STAGE ONE: Disabled Candidates are guaranteed an interview if they meet the essential criteria

<i>MINIMUM ESSENTIAL REQUIREMENTS</i>	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
SW qualification	A / I / C
Current registration with NMC/HCPC	A / I / C
Evidence of continuing professional development in the area of Safeguarding Adults.	
2. Experience	
Evidence of post registration development relevant to the post to degree level	A / I
Significant community experience at a senior level	A / I
At least 3 years experience of working in an adult social care setting with 2 years at level 3	A / I
Previous Management experience	A / I
3. Knowledge	

Awareness of recent government legislation, policies and directives and the implications for community service delivery both health & social care	A / I
Awareness of Trafford Council's policies and directives and the implications for community service delivery, in particular Safeguarding Adults	A / I
Knowledge of other non-statutory agencies working in the community	A / I
Knowledge of relevant governance systems and their influence on current practice	A / I
Knowledge of Community Care Legislation and health initiatives	A / I
Knowledge of the Care Act (2015) and the Mental Capacity Act and the implications for Social Work practice.	A / I
Knowledge and ability to work in a multi-disciplinary partnership, including work with families and the voluntary sector.	
4. Skills & Abilities	
Excellent assessment skills	A / I
Ability to manage own caseload and resources effectively	A / I
Ability to write reports and maintain accurate and contemporaneous records on all systems	A / I
Excellent IT skills with knowledge of and able to utilise: - Word, Outlook, Excel, and organisational information systems i.e. Lorenzo & Liquid logic.	A / I
Ability to work in a multi- disciplinary partnership including 3 rd sector organisations	A / I
Ability to prioritise, delegate and manage time effectively	A / I
Excellent communication Skills	
Ability to review and audit current practice and implement appropriate change	A / I
Ability to interpret complex facts and situations and work autonomously	A / I
5. Other	
An expectation that work will be required out of normal office hours from time to time	A / I
Applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post.	A / I
This post will require an enhanced DBS check	A / I

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	<i>METHOD OF ASSESSMENT *</i>
1. Qualifications/Training etc.	
Practice Teacher Award P Q award Mental Health Legislation Management qualification	A / I / C
2. Experience	
Experience of planning and providing training and presentations	A / I
Experience of working with service users and carers in developing and improving services	A / I
	A / I
3. Knowledge	
4. Skills & Abilities	

Reviewed and Completed by KR/KA Nov 2015