

## Advanced Social Work Practitioner (Adults)

### JOB DESCRIPTION

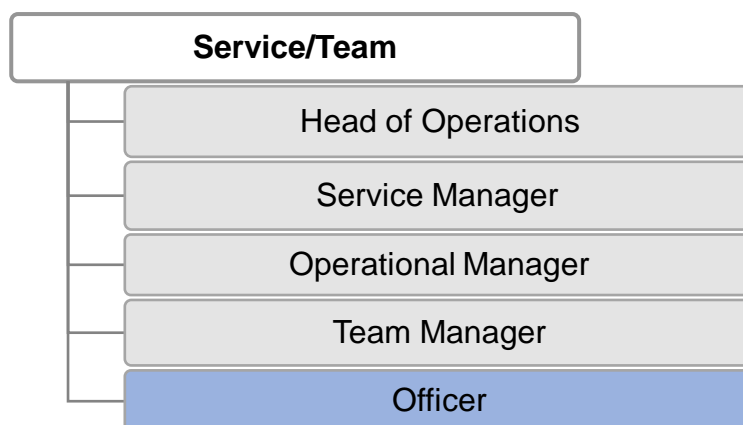
<b>Job Title:</b>	Advanced Social Work Practitioner (Adults)
<b>AfC Band:</b>	4C (£44,428 – £47,420) plus one increment for acting as AMHP manager
<b>Directorate/Service:</b>	Mental Health Adult Social Care
<b>Accountable To:</b>	Team Manager
<b>Responsible To:</b>	Social Workers / AMHPs
<b>Base Location:</b>	Community Mental Health Team
<b>On-Call Requirement:</b>	No
<b>AfC Job Code:</b>	

#### Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

#### Structure Chart



## Job Summary

The post holder will be seconded to work at Greater Manchester Mental Health NHS Foundation Trust (in line with the current s.75 agreement) as an Advanced Social Work Practitioner based at one of the adult Community Mental Health teams (CMHT) in Salford.

The main purpose of the role will be to provide leadership with respect to social work and social care within the CMHT and across the division. The postholder will carry a significantly reduced CPA caseload resulting in capacity to provide professional and line management supervision, consultation with respect to complex casework and to support the continuing professional development of social workers.

If qualified as an Approved Mental Health Professional (AMHP), the postholder will act as an AMHP on a rota basis and if suitably experienced will contribute to the AMHP Manager rota. If not qualified as an AMHP, there would need to be a commitment to undertake AMHP training as soon as possible.

The post holder will be expected to assist the team manager with various leadership roles at the CMHT.

## Key Role and Responsibilities

### General:

The post holder will support and provide supervision to social workers working in the CMHT.

Provide positive leadership, support, professional consultation and advice to all staff at the CMHT.

Provide consultation and guidance with respect to complex social care practice issues to care coordinators and senior staff within the team.

Assist the Team Manager in providing leadership to the team and ensuring effective service delivery by promoting high standards of practice.

Act as Care Coordinator in line with the Care Programme Approach and carry a significantly reduced caseload in recognition of other duties.

Carry out social work duties in relation to complex cases, requiring the highest levels of skills, knowledge and professional expertise.

The post holder will report to the CMHT Team Manager for day-to-day management. Professional social work supervision will be provided by the Social Care Governance and Performance Operational Lead for Salford services.

The post holder will aim at all times to promote the independence and well-being of adults of working age to assist social inclusion and valued community presence and to enable the widest possible expression of chosen lifestyle.

Be responsible for managing specific aspects of practice and service delivery in the absence of the Team Manager.

Contribute to the development of the service.

**Leadership:**

Facilitate effective team working by promoting team goals and sharing information, identifying and encouraging strengths within the team and offering support and guidance.

Ensure service delivery is in line with performance management frameworks and the strategic direction of the service, facilitating effective outcomes for service users and liaising with the Team Manager where standards are not being met.

Promote healthy and safe working practices within the staff team by managing time and workload, identifying signs of stress in self / others and taking appropriate action.

Support the Team Manager to ensure the team meets service related and statutory responsibilities.

Support the Team Manager in managing the team caseload, ensuring timely allocation and closure of work.

Provide leadership with respect to adult and child safeguarding.

Provide oversight of s.42 enquiries and chair planning and outcomes meetings, working with adults at risk and partner agencies to address safeguarding concerns while adhering to the principles of making safeguarding personal.

Provide leadership around social care and AMHP practice (if qualified and suitably experienced) within the team.

Provide leadership with respect to complex casework and risk management.

Participate in staff recruitment through the TRAC system, contributing to shortlisting and interviewing.

Investigate complaints, undertake 3-day reviews and support the investigation of serious untoward incidents (RCA) as directed by the team manager and when there is sufficient workload capacity for this.

Deputise for the Team Manager in her / his absence.

Contribute to the development of social work and social care services at the CMHT.

Deputise for the Social Care Leads based within the Salford Division of the Mental Health Trust and contribute to ensuring the effective delivery of social care within the Salford division.

### **AMHP Management and Practice:**

If a qualified AMHP, to maintain AMHP competence and practice by participating in the city-wide AMHP rota and undertaking at least 18 hours relevant training per year in line with statutory regulations.

If a suitably experienced AMHP, to participate in the AMHP management rota to provide day-to-day management of the city-wide AMHP rota, prioritisation of referrals and advice to duty AMHPs.

If a suitably experienced AMHP, to provide consultative advice and professional support to practising AMHPs.

If a suitably qualified AMHP, to participate in the AMHP re-approval process, supporting AMHPs to complete portfolios for the reapproval panel.

If a suitably experienced AMHP to provide professional AMHP supervision to social workers in the team who are practicing AMHPs.

### **Supervision:**

Provide professional supervision and support to social workers in relation to ongoing professional development and post qualifying awards.

Provide line management to social workers and staff from other disciplines as directed by the Team Manager.

If a suitably experienced AMHP, to provide AMHP supervision to qualified AMHPs and act as practice educator to trainee AMHPs.

The post holder will supervise and assess newly qualified social workers as part of their Assessed and Supported Year in Employment (ASYE) and also supervise and assess social workers applying for level 3 status.

Contribute to the formulation and completion of appraisals and personal development plans for staff at the CMHT.

Ensure that social work practice is carried out in accordance with the requirements of relevant legislation, statutory guidance, policies and procedures.

Coordinate the provision of practice placements for student social workers at the team in conjunction with the Social Care Leads.

Provide information and guidance with respect to social care across the multi-disciplinary team and collaborate with senior clinical staff from other disciplines.

Advise the Team Manager and Social Care Leads of any performance or training issues and contribute to resolving these.

**Professional Development:**

Undertake relevant training to ensure continuing professional development. Participate in the delivery of training as required.

Demonstrate commitment to continuous professional development by maintaining knowledge of relevant legislation, policies, procedures, guidance, research findings and best practice, enabling the provision of expert knowledge and theoretical perspectives to promote evidence-based practice and excellence.

Facilitate the development of professional judgement and decision-making skills in others.

Provide coaching and mentoring to social work staff to enable them to take responsibility for their own practice depending on their knowledge, experience and skills.

**Professional Practice:**

Participate in providing strengths based and independence led social care assessments, risk assessment and social work interventions to individual service users, families and carers as appropriate; ensuring such interventions are underpinned by social work values.

A working and applied knowledge of the Care Act (2014) to assess individual needs and outcomes. Determine an individual's ability to meet Care Act outcomes, understand their wishes and feelings while identifying personal strengths and community assets. Determine the provision of support required using a person-centred approach and, where appropriate, commission packages of care in line with agreed personal budgets.

Provide care co-ordination under CPA to individual service users experiencing a range of severe mental health conditions. As part of this, provide tailored interventions and individualised care which is strengths based, recovery and outcome focused.

Recognise carers' needs, undertake carers' assessments and develop personalised support plans as required to meet identified needs in line with the Care Act (2014).

Carry out appropriate review or re-assessment of individuals and/or carers as required.

Respond to adult safeguarding enquiries in line with the Care Act (2014) when it is deemed that an adult with care and support needs may be at risk of abuse or neglect.

Act as Enquiry Lead in adult safeguarding cases and work in collaboration with other interested parties in the investigation of abuse or neglect in line with s.42 Care Act, local policy and procedures. Contribute to the development of an agreed safeguarding plan for the service user and carry out interventions which are personalised to the service user to promote their safety and well-being.

Contribute to the oversight of adult safeguarding referrals to the team. Chair safeguarding meetings, working with service users and partner agencies to address safeguarding concerns while adhering to the principles of making safeguarding personal.

Perform the role of Best Interests Assessor (BIA) role and contribute to Salford City Council's BIA rota as required. If not already practising as a BIA, be willing to undertake training.

As Advanced Social Work Practitioner, model high standards of social care practice to other members of the multi-disciplinary team and the wider mental health social work workforce.

Manage specific complex and sensitive tasks as directed by the Team Manager or Professional / Operational Leads for Social Care.

Practice in line with the relevant pieces of legislation (and related codes of practice, statutory guidance) relevant to the role; Care Act (2014), Mental Health Act (1983), Mental Capacity Act (2005) and Children Act (1989).

Ensure adherence to key national guidance and relevant local policies and procedures. For example, in relation to safeguarding children and adults.

Participate in multi-disciplinary working by providing a social care perspective at regular MDT meetings and clinical zoning meetings.

Provide court and tribunal reports as required, for example to the Mental Health Tribunal and Court of Protection.

Contribute to the development of the team, individual staff and one's own development by:

- Attending supervisory meetings
- Complying with the Appraisal and Personal Development Programme
- Attending staff meetings
- Participating in training and development forums.
- Work flexibly as per service need and undertake other reasonable similar duties that may be allocated occasionally commensurate with the general nature and grading of the post.

**Professional Conduct:**

Demonstrate a high level of personal integrity by being responsible for own actions and decisions and advice given to others, being willing to respond constructively to mistakes or errors of judgement.

Maintain high ethical standards, both personal and professional, by upholding the principles of fairness and natural justice and balancing appropriately openness and transparency with the need for confidentiality.

Actively promote equality by identifying potential for discrimination and challenging inequality in all circumstances.

Ensure adherence to confidentiality policies and procedures for self and team members.

Maintain high standards of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date.

### **Communication and Service User Focus:**

Communicate information effectively by adopting an appropriate style when writing or speaking to individuals or groups or when using information technology.

Present information and informed opinion in a professional manner, promoting a positive image for social work and Salford Royal Foundation Trust values.

Ensure the Team Manager is aware of any complaints received and contribute to the resolution of these in accordance with the relevant complaint's procedure, ensuring actions, outcomes etc are appropriately recorded.

### **Innovation and Adaptability:**

Generate creative solutions to work challenges by questioning traditional assumptions and ways of working, exploring alternatives and adapting potential solutions appropriately.

Demonstrate a flexible approach to change by adapting positively to new circumstances, seeing beneficial opportunities in change and encouraging others to do likewise.

Demonstrate a commitment to User focussed service delivery by prioritising effectively under pressure, balancing competing demands and accommodating high expectations.

### **Reasoning and Problem Solving:**

Make effective and timely decisions by seeking all possible relevant information, consulting appropriately, probing facts and analysing issues from different perspectives.

Possess a methodical approach to problem solving; breaking problems down into constituent parts, logically differentiating key elements, drawing conclusions based on information available and finding possible solutions.

### **Strategic Awareness:**

Demonstrate a strategic perspective by maintaining awareness of corporate, national,

directorate and governance issues and their implications for service delivery, feeding back such issues to the Professional and Operational Lead for Social Care.  
 Have an awareness and involvement in the implementation of strategic initiatives and encourage other members of the Social Work Team to do likewise.  
 Contribute to the monitoring and evaluation of the service.  
 Represent the team at multi-agency meetings and liaise effectively with other teams, departments and agencies to promote better services for service users of the Community Mental Health Team and ensure that the social care agenda is represented.

**Other:**

The post holder must carry out their duties with full regard to Northern Care Alliance NHS Foundation Trust's policies and procedures.

To undertake any other such duties reasonably commensurate with the level of this post.

To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that information sharing is in line with the requirements of the Data Protection Act (2018).

## PERSON SPECIFICATION

<b>Job Title:</b>	Advanced Social Work Practitioner (Adults)
<b>AfC Band:</b>	4C (£44,428 – £47,420) plus additional increment if also acting as AMHP Manager

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant Professional Qualifications Dip SW, BA, MA in Social Work, CQSW.</li> <li>Best Interest Assessor or willingness to undertake the training.</li> </ul>	<ul style="list-style-type: none"> <li>Approved Mental Health Professional (AMHP) status.</li> </ul>
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>Registered with Social Work England.</li> </ul>	
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience undertaking complex casework in accordance with key legislation (e.g. Care Act, Mental Health Act and Mental Capacity Act).</li> <li>Experience of supervising / managing others.</li> <li>Experience of training / mentoring others.</li> <li>Experience of providing guidance with respect to social care and social work practice to others.</li> <li>Experience of coordinating multi-disciplinary assessments and planning meetings.</li> <li>Experience of leading s.42 adult safeguarding enquiries.</li> <li>Experience of writing detailed reports for Court or Tribunals.</li> <li>Substantial experience commissioning packages of care line with the Care Act 2014.</li> </ul>	<ul style="list-style-type: none"> <li>Prior experience working as a care coordinator in community mental health services.</li> <li>Experienced AMHP.</li> <li>Experience chairing multi-disciplinary meetings (e.g. best interest meetings, case conferences).</li> <li>Experience of commissioning jointly funded packages of care.</li> <li>Prior experience in a leadership role.</li> <li>Knowledge of related areas such as housing and welfare rights legislation.</li> <li>Knowledge and skills in relation to substance misuse.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good interpersonal skills and the ability to develop productive working relationships with service users, carers and families.</li> <li>• Sensitivity and perception in the assessment of vulnerable service users and their families with complex needs, using the assessment and safeguarding frameworks.</li> <li>• Skilled in social work interventions and highly complex risk assessment / management.</li> <li>• Ability to work with adults to promote their independence and well-being.</li> <li>• A commitment to social inclusion and the provision of appropriate and accessible services</li> <li>• Ability to demonstrate anti discriminatory practice in a social care setting.</li> <li>• Ability to interpret and advise non-social work colleagues on the application of key legislation (e.g. Care Act, Mental Health Act and Mental Capacity Act).</li> <li>• Knowledge of childcare legislation, policy and guidance and an understanding of the impact of mental health issues upon parenting abilities.</li> <li>• Ability to represent the social work profession both within the Trust and at external meetings as required.</li> <li>• Ability to develop detailed reports, including those needed for court.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Ability to work effectively with others as part of a multi-disciplinary team.</li> <li>• Competent negotiation and arbitration skills to deal effectively with conflict within emotive or difficult situations.</li> <li>• Skilled in organisation and prioritisation of workloads, making informed decisions and evaluating outcomes.</li> <li>• Ability to use computerised information technology.</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work independently in a flexible manner whilst managing own time and workload effectively.</li> <li>• Commitment to continuing professional development.</li> </ul>	

## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.

	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> <li>• Eliminating discrimination, harassment and victimisation.</li> </ul>

- advancing equality of opportunity between people who share a protected characteristic and those who don't.
- fostering good relations between people who share a relevant protected characteristic and those who don't.
- understanding the impact of policies, services and practice on people with different protected characteristics.

### **Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

### **Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

### **Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.