Job Description

Job Title:	Advanced Practitioner		
Reports to:	Team manager		
Directly accountable for:	Supervise Care Assessor and Occupational Therapists or Social Workers by agreement with the Team Manager, and based on the priorities of the service.		
Reporting Department:	Adult Social Care	**Grade:**	PO3
Department:	Service Reform & Strategy	**Driving required:**	No
DBS Status:	Enhanced and Barred (Adults)	**Politically restricted:**	No
Organisational Category: ☒Social Care and Community Services			

Job Purpose:

Advanced practitioners lead a practice cluster which supports service users/residents with an aim to improve people's lives by helping with social and interpersonal difficulties, promoting human rights and wellbeing.

You will work within a multi-disciplinary team and be expected to collaborate and utilise the skills across the department to apply a strengths based approach to promote service users interests and independence, including through contingency and crisis planning, and their preferences for future care and treatment.

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.
To carry out strengths based 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.
Manage and monitor a workload of cases as directed and organise work activities taking into account the need to prioritise tasks and responsibilities, ensuring effective risk assessments, completion of mental capacity assessments and appropriate provision of support plans to meet identified eligible needs.
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.
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 Social Work England registration are met whilst working in an effective and efficient manner.

Brent Values

- Collaborate proactively.
- Lead inclusively.
- Embrace change.
- Be bold and curious.
- Celebrate and share our success.

Job specific roles and responsibilities

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the Council.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Manage a customer focused service and the effective use of resources.
4. Ensure that the Council's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and advocate with external organisations
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. To monitor practice and provide advice/guidance to other members of the team.
8. To review and identify learning and development opportunities that will benefit practice cluster members, the wider service area and service users
9. To carry out assessments of the care and support needs of service users and their carers and to manage on a time limited or long term basis and meet performance targets.
10. To identify appropriate services to meet appropriate need and negotiate contracts with providers.
11. To complete financial assessment of service users, and support them to manage their financial affairs.
12. To provide support plans to service users in receipt of services from the department.
13. 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.
14. To update Support plans following reviews.
15. To be familiar with Brent's policies and procedures and appropriate legislation procedures and resources.
16. To maintain appropriate and up to date customer records and to provide statistical information and reports as and when required.
17. To co-operate in research projects where appropriate
18. To contribute to the development, planning and implementation of policy and practice relating to the care management of service users.

19. To facilitate and foster effective relationships between local authority, NHS, private and voluntary sector partners and service providers

Standard Requirements of all posts

1. To maintain Social Worker / OT Registration through the HCPC and Social Work England,
2. and observe the professional code of conduct / standards of proficiency at all times.
3. To have responsibility for a reduced portfolio of cases for a defined area of work as
4. determined by the line manager
5. Co-operate and participate in responses to emergency situations when required.
6. To promote and ensure maximum service user/carer's involvement and participation at all
7. times.
8. To ensure that care purchases are set up to reflect customers need and are best value for
9. money.
10. To maintain such reports and records as may be required, including car mileage expenses,
11. hours worked, daily diary etc. in accordance with Brent's policy and procedures.
12. To participate in professional supervision with the Line Manager.
13. To undertake training as required in the overall interests of the service and as part of career
14. development.
15. To participate in team meetings, staff forums and work collaboratively as a team member.
16. Respond to public and other agencies by telephone, correspondence and direct contact in
17. order to provide a service within departmental priorities and timescales.
18. To be active in implementing and carry out duties with due regard to the Council's Customer
19. Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety
20. policies and procedures in professional practice and service delivery.
21. Safeguarding is everyone's responsibility and all employees are required to act in such a
22. way that at all times safeguards the health and well being of vulnerable adults and Children.
23. To undertake other duties, commensurable with the grade of the post as may be allocated

by the post holder's line manager.

Specialist Advanced Practitioner duty

1. To be willing to train and operate as a BIA and/or AMCP and/or Practice Educator.

2. To be an effective role model of good practice within your professional discipline.
3. 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.
4. To undertake specific tasks for absent colleagues on cases requiring action under the direction of a team manager.
5. Chairing meetings, where appropriate, under direction of a team manager for the service users and less experienced staff.
6. To undertake student supervision and to be active student practice educator.
7. To take responsibility for updating specialist knowledge in a relevant area, developing practice, creating and updating information systems.
8. To represent the Department on working groups or liaison meetings involving Health, Housing and other agencies.
9. To contribute to local and departmental training on practice issues in line with departmental policies and procedures
10. To supervise Care Assessors, Social Workers and/or Occupational Therapists by agreement with the Team Manager and based on the priorities of the service.
11. To maintain accurate records, including using IT systems
12. To provide high quality services which are cost-effective and appropriate to the specific needs of adults and their carers.
13. To autonomously manage a case load of complex cases under direction of the line manager.
14. 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.

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 children and vulnerable adults.

We are committed to an inclusive workplace where everyone is treated with dignity, respect, and fairness. All employees are expected to promote equality, diversity, and inclusion, and candidates may be assessed on their ability to contribute to an inclusive working environment.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements

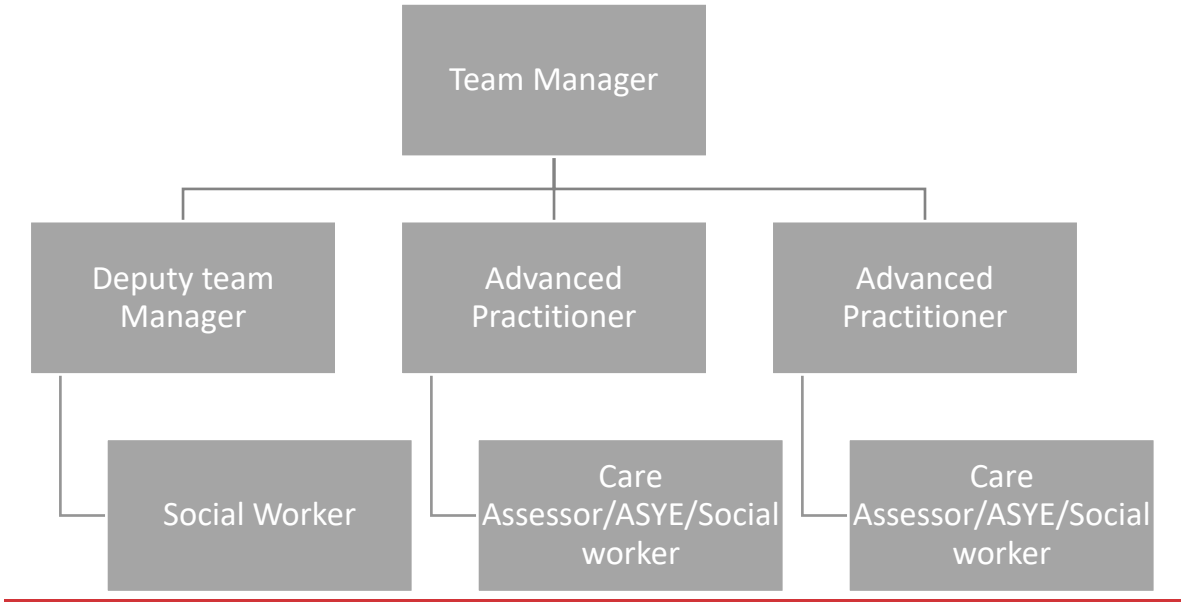
	Criteria
1	Qualifications and Professional Membership requirements: • Professional qualification in Social work or Occupational Therapy.
2	**Knowledge (please specify all essential criteria):** • Knowledge of the Care Act 2014 and other statutory instruments, policies, procedures and issues relevant to adult social care

	• Knowledge of social care theories and values, and how to apply these in practice • Thorough understanding of issues relating to people with care and support needs and their carers
3	**Experience (please specify all essential criteria):** • Experience of assessing mental capacity and making best interest decisions in line with the Mental Capacity Act 2005 • Experience of working in a multi-disciplinary setting • If Social Work qualified, experience of undertaking safeguarding adult enquiries (essential) • If OT qualified, experience of OT work including, but not limited to, manual handling assessments and major adaptations • Experience of supporting individuals through change, problem solving and decision making (essential) • Experience of using strengths-based practice to achieve the best outcomes for service users • Knowledge and experience of computerisation including assessment processes • Significant experience working in a 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
4	**Skills and abilities (please specify all essential criteria):** • 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 timescales 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 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 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.

Budget Responsibility N/A
Overall Headcount N/A

Organisational Structure Chart



Within reason these key deliverables may evolve to meet service needs, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council-wide needs