Job Description

Date
December 2015

Post Title
Senior Social Work Practitioner

Post No.

Grade
Grade 10

Section
Community Care and Adults currently within the Hospital Discharge Service

Service Area
Adult Services

Responsible To
Team Manager

Job Purpose

To provide a high quality service in relation to all aspects of the assessment and care management process and to assist the Team Manager with providing professional supervision to other team members.

This role will also include working with other Senior Practitioners to support service delivery across Adult Services. The successful applicant will be part of an efficient and effective service to adults and their carers in Newport.

Key Results Areas

1.0 Service Provision

1.1 To perform all the functions of the post in a manner consistent with current legislation and with current Social Services policies, standards and procedures as endorsed by the Senior Management Team.

1.2 To take responsibility for all the functions of the post within the boundaries of delegated responsibility.

1.3 To manage a complex caseload and associated administrative tasks in an efficient and effective manner.

1.4 Provide a mentoring role to Social Work colleagues through assistance with complex cases and to support the professional development of newly qualified social workers

1.5 To be responsible for the provision of practice placements for students and to support social workers undertaking the practice assessment and workload management of social work students in the team

1.6 To act appropriately upon receiving referrals allocated by the team manager.

1.7 To engage and empower service users, their carers and their support networks and actively to elicit service user and carer feedback in order to ensure person centred interventions.

1.8 To ensure that appropriate information is available for service users and carers

1.9 To promote the involvement of service users and carers in both care planning and service development.
1.10 To carry out assessments as appropriate, including carer assessments, within timescales and to contribute to or coordinate the construction of outcome focused care plans which are informed by best practice, guidance and an understanding of the organisational context.

1.11 To attend court as and when required and to prepare any necessary reports.

1.12 To chair meetings as directed by the Team Manager.

1.13 To work in partnership with other professionals and act as key liaison between social care and other agencies, including Health in order to provide an efficient service to service users and carers.

1.14 To assist the Team Manager in the promotion of a multi-disciplinary / multi-agency approach through establishment of appropriate networks and communication channels.

1.15 To provide monitoring, professional supervision and support to qualified and unqualified staff (including students) including identifying training needs.

1.16 To monitor and review service delivery including the planning of future service developments.

1.17 To assist the Team Manager in the allocation, monitoring and control of the devolved budget.

1.18 To assist in ensuring that there is a good understanding of practice and procedures regarding safeguarding of vulnerable adults in the Team.

1.19 To provide written and verbal reports as required and to assist in assessing and monitoring the implementation of plans and outcomes for service users.

2.0 Administration

2.1 To have an understanding and follow the administrative procedure/processes of the department.

2.2 To provide a quality standard of report and to maintain accurate case recording, using the appropriate software.

3.0 Team Contribution

3.1 To attend team meetings and undertake any necessary and appropriate team duties and activities.

3.2 To lead on or contribute to projects as directed by the team manager.

4.0 Personal Contribution

4.1 To be an effective role model for other members of staff.

4.2 Be committed to personal development and attend training as requested including any mandatory training identified for this post.

Qualifications and Experience

Registration with the CCW as a qualified social worker
Qualifications in the Care Council for Wales post qualifying qualification framework for social workers
Effective communication skills

Supervisory Responsibilities

To assist the Team Manager in providing regular individual formal supervision to other team members.
To contribute to the professional development of less experienced colleagues and the supervision of students on placement.
Supervision Received

To receive supervision from the Team Manager in line with Department Supervision Policy

Principal Contacts

Employees of Newport City Council
Service users and their families
Informal carers
External social care agencies
Health professionals

Special Conditions

Disclosure Barring Service Disclosures (DBS)

This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure Barring Service Disclosure. Further information about Disclosure Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
## Job Requirement

**Date**  
December 2015

**Post Title**  
Senior Practitioner Social Worker

**Service Area**  
Adult Services

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential or Desirable</th>
<th>How Tested (S) used at Shortlisting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education/Qualifications/Knowledge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Qualified Social Worker (CSS; CQSW; Diploma in SW; SWD or equivalent).</td>
<td>E</td>
<td>Application Form (S)</td>
</tr>
<tr>
<td>1.2 Good working knowledge of relevant legislation.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
</tr>
<tr>
<td>1.3 Management/Supervisory Experience.</td>
<td>D</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>1.4 An understanding of engaging with vulnerable adults.</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 2 years post qualification experience and PQI.</td>
<td>E</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>2.2 3 years post qualification experience.</td>
<td>E</td>
<td>Application Form(S)/Interview</td>
</tr>
<tr>
<td>2.3 Effective communication skills, both verbal and written, with colleagues, outside agencies and clients.</td>
<td>E</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>2.4 Managing with competing demands of a caseload.</td>
<td>E</td>
<td>Application Form (S)/Interview</td>
</tr>
<tr>
<td>2.5 Understanding of departmental policy and regulations in relation to protection of vulnerable adults.</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td>2.6 Ability to analyse information quickly within a coherent framework.</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td>2.7 Experience of using Windows / Microsoft Office packages.</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td><strong>Aptitudes and Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Commitment to own personal and professional development.</td>
<td>E</td>
<td>Application Form/Interview</td>
</tr>
<tr>
<td>3.2 Principles of confidentiality</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td>3.3 Ability to prioritise work, making decisions on competing demands and taking responsibility for them.</td>
<td>E</td>
<td>Interview</td>
</tr>
</tbody>
</table>
3.4 Ability to monitor and evaluate service delivery.

3.5 Skills in supporting and supervision of staff and/or students.

3.6 Ability to work constructively with other professionals within the Department and in other agencies.

---

**Personal Attributes**

4.1 To show commitment and enthusiasm towards achieving positive outcomes for service users and carers.

4.2 To be committed to personal and professional development on one’s own and colleagues behalf.

4.3 To be committed to anti-discriminatory practice.

---

**Circumstances**

5.1 Be registered with the Care Council for Wales

5.2 Welsh speaking.

---

**Equal Opportunities**

6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport City Council