

Job title: Social Worker/Occupational Therapist/ Assessment and Support Practitioner (Adults)

Grade: Grade 9 (Level 1) / Grade 10 (Level 2) / Grade 11 (Level 3) +1LMI *

Job evaluation reference: HS 446a/b/c

Job family: Health and Social Work - Adults

**Where Labour Market Increments (LMIs) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).*

Purpose and impact

1. To provide an assessment, support planning and review service, underpinned by professional knowledge in order to ensure that:
 - vulnerable people are safeguarded and are supported in managing risk;
 - person centred outcomes and support requirements are identified, and;
 - customers are encouraged and enabled to live healthy and independent lives for as long as possible.
2. To work closely with colleagues in the health, early help, community and voluntary sectors ensuring that person centred outcomes are met in ways which utilise available resources as effectively as possible.
3. To work within organisational policy and legislative requirements.
4. To undertake professional assessment, to assist customers to manage risk, to identify person centred outcomes, and to undertake support planning and reviews.
5. To deliver the service in accordance with statutory responsibilities set out in NHS and social care legislation and the eligibility criteria for services as agreed by the Council.
6. To undertake best interest assessments taking account of the requirements of the Mental Capacity Act.
7. To support carers in their role.
8. To ensure that support plan reviews are carried out in a timely and person centred way evidencing need for continuing support.
9. To provide information and advice to help people stay healthy, plan for their future needs, use services effectively, take responsibility for their own health and care, and maximise the impact of prevention and recovery services.
10. To encourage and support people to look after themselves, their families and their communities promoting choice and control for people and the use of personal budgets and direct payments where possible.
11. To undertake straightforward financial assessments and to provide welfare benefits advice signposting to specialist services where appropriate.



12. To assist in the identification and development of community assets and local resources and to assist in mobilising colleagues and volunteers to contribute to healthy communities.
13. To assist customers to have realistic expectations about the support and care that the Council is able to offer, through involvement and communication and ensure the most effective and targeted use of resources to meet person centred outcomes.
14. To proactively support and actively contribute to the delivery of integrated health and social care services including for those with short term or continuing health or social care needs. To build effective relationships with health partners and the voluntary and community sector.
15. To participate in team meetings and other meetings relevant to the work of the service group, as required.
16. To engage in and prepare for supervision and appraisal through self evaluation against the council's competence framework and national occupational standards and ensuring that continuous professional development is evidenced.
17. To undertake training and development as required including ongoing post qualification professional development.
18. To contribute to the provision of a response to civil emergencies as required.
19. To operate within financial and budgetary guidelines.
20. To prepare reports for court and attend to give evidence in legal proceedings as required.
21. To undertake specific projects in relation to service development as required.
22. To promote and safeguard the welfare of children and vulnerable adults.
23. To maintain registration of HCPC where this is a requirement to practice and to undertake statutory and other tasks related to the responsibilities of the service group outlined in the context statement, in accordance with relevant legislation and the Council's competence framework.
24. Maintain essential records, input and maintain records on the core computer system as required.
25. Any other lesser or comparable duties as required relating to the particular specialised function of the team or teams.

Key responsibilities

At Practitioner Level 1 (Includes ASYE)

26. To demonstrate a level of professional practice ability and competence at entry level (see competency framework)



27. To undertake assessment and review of moderately complex cases and complex cases with significant practice support.
28. To undertake financial and moving and handling assessments.
29. To commission support to meet customer outcomes making best use of financial and community resources.
30. To assess for and prescribe appropriate equipment and/or minor/major adaptations in moderately complex situations.
31. To investigate safeguarding enquires.
32. To input and maintain essential records on the computer system as required.
33. To undertake local office "duty" and referral taking functions.
34. To assist with work familiarisation and induction support to other team members or students.

At Practitioner Level 2

In addition to the above demonstrate a high level of professional practice ability and competence at practitioner level (see competency framework)

35. To take responsibility for a moderately complex and complex caseload exercising professional judgement and discretion in the management of cases accessing practice support for more complex decisions.
36. To investigate safeguarding enquires.
37. To chair review meetings and act as a specialist lead in joint case management meetings.
38. To assess for, provide advice on, and prescribe appropriate equipment and/or minor/major adaptations in increasingly complex situations.

At Experienced Practitioner Level 3

39. To demonstrate a highly developed level of professional practice ability, detailed knowledge and skill and competence at experienced practitioner level (see competency framework)
40. To take responsibility for a caseload of complex cases managing conflict and risk and exercising professional autonomy and judgement.
41. To act as a lead investigator in safeguarding investigations.
42. To chair safeguarding review meetings as delegated and complex multi agency risk management meetings.



43. To undertake high level assessment work taking independent decisions e.g. Mental Capacity Act work; complex Best Interest Assessments; deprivation of liberty and court of protection work and complex moving and handling risk assessment.
44. To supervise OT students or ASYE and provide day to day direction and practice supervision to team members and effectively delegate casework.
45. To act as a practice educator/supervisor where specified in the context statement.
46. To assist the Area Practice Manager in the co-ordination of team resources.
47. To allocate work within the team as required.
48. To deputise for the Area Practice Manager as appropriate.
49. To provide specific training and development as required.
50. To act as a knowledge resource for other staff in respect of day to day practice and in respect of a specialist designated area (e.g. carers, mental health act etc.).

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

At all levels to assist with work familiarisation and induction support to other team members or students.

At experienced practitioner level, the post holder will have some responsibility to provide advice and guidance, day to direction and practice support to colleagues, but this will fall short of line management. Specific experienced practitioners may also be required to act as qualified Practice Educators providing practice education to social work students.

Other factors

Resources

Occasionally required to demonstrate items of equipment to customers of small or medium value.

Responsible for use and safekeeping of data (although not full system accountability).

Working Environment

51. Office based with requirement to travel between localities and to respond to service demand working within the community, hospitals and prison setting. This may include working with partner organisations and differing customer groups.

52. Requirement to undertake lone working with potential risk of verbal or physical abuse.

Progression in Post

Progression between levels will be subject to an assessment of demonstrated competence against the competency framework and a service requirement for work of a higher level.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

Qualifications/ training/registrations Required by law, and/or essential to the performance of the role
1. Degree or equivalent in relevant social care or health profession (e.g. DipSW, Dip OT, Dip SCM; CQSW).
2. Current HCPC registration (For Social Worker and Occupational Therapist roles).
Experience
All Levels
3. Experience of working within limited resources and applying best value principles ensuring best use of financial and community resources
Entry Level
4. Some experience of undertaking assessment; support planning and development and review of person-centred outcomes.
Practitioner Level - (Level 2)
5. In addition to the above, demonstrable experience of undertaking effective assessment, support planning and development and review of person-centred outcomes.
6. Experience of exercising of professional judgement, decision making, and the management of risk with a degree of autonomy in moderately complex situations e.g undertaking best interest assessments; acting as a safeguarding investigator; complex moving and handling assessment (OT).
7. Experience of team working and effective collaborative multi-agency working.
Experienced Practitioner Level - (Level 3)
8. In addition to the above, demonstrable experience of exercising professional autonomy and effective decision making applying a high level of practice ability in effective assessment, development of person-centred outcomes a, support planning and review in a wide range of complex cases.
9. Experience of leading work within a multi-disciplinary setting e.g. chairing meetings, undertaking service development work, training and development of staff.



Skills, abilities & knowledge	
All Levels	
10. Evidence based decision-making and risk management skills	
11. High level of written and oral communication skills.	
12. Negotiation and advocacy skills.	
13. High level of interpersonal skills.	
14. Ability to consult appropriately, operate within a team structure and contribute to team development.	
15. Demonstrable record keeping skills.	
16. Computer literacy.	
Behaviours	
17. Respect	
18. Responsibility	
19. Recognition	
20. One Team: Collaboration	
Other	
All Levels	
21. Ability to fulfil the travel requirements of the post.	
22. Ability to demonstrate the above behaviours	

Desirable

Qualifications/ training/registrations	
All Levels	
23. Qualified Practice Educator	

Approval			
Manager	Community Services Development Managers	Date	Updated June 2017

