

JOB DESCRIPTION

POST TITLE:	Assistant Practitioner
GRADE	8
DIVISION / UNIT	Adult Social Care : All Age Disabilities (0-25) / Learning Disabilities (25+)
DEPARTMENT	Children's and Adults Services
REPORTS TO:	Team Manager / Deputy Team Manager

PURPOSE OF THE JOB

The All Age Disability (0-25) / Learning Disability (25+) service provides a comprehensive and integrated social care pathway for Children and Young People with Disabilities and for adults with Learning Disabilities.

The Assistant Practitioner role is assigned cases on a rolling basis to review clients to ensure outcome focused goals are being achieved in order to increase or maintain their independence and wellbeing.

To provide support to the Social Workers within the team, aiding them in implementing support plans and supporting service users with achieving their identified goals.

Providing interventions as part of the review function for the service; completing strength based review documents and updating outcome focussed support planning and take part in safeguarding enquiries as appropriate.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

1. To undertake reviews both inside and outside of Southwark, ensuring that an individuals care and support plans are updated and outcome focussed and relevant to the individuals identified goals. This will involve goal setting and identifying people's strengths, abilities and choices as part of a strength based approach.
2. To ensure both Children's and Adults statutory requirements are met for reviews, and undertake direct work with service users and their families/carers in line with established support plans.
3. To identify through supervision where cases require further assessment and re-allocation to a social worker.
4. To promote access to paid employment, training, rehabilitation, social and leisure opportunities as part of promoting each person's independence and social inclusion.
5. To identify risk and undertake risk assessments where safeguarding concerns are evidenced or suspected.

6. To have an understanding of and be able to identify safeguarding concerns as part of the review process, escalating and taking appropriate action in line with the council's policies and protocols.
7. To support people to increase their independence with tasks within the home. This may include coaching people to be better able to manage home care tasks, budget, pay bills or other similar activities.
8. To communicate effectively and sensitively with people and carers, regardless of their spoken language or communication status. Adapt communication techniques as the situation demands making best use of Directorate informational resources and other methods of communication.
9. To work across agencies and professional boundaries to ensure a whole systems approach to assessment and intervention. Assist people to maximise their independence and co work with colleagues and external professionals to support people to achieve their potential.
10. To write reports, case records and correspondence in line with departmental guidelines and policy and to undertake all administrative duties relating to the social care function. This will include accessing and inputting data into departmental databases, and electronic recording systems.
11. To recognise diversity and apply anti-discriminatory and anti-oppressive principles. To challenge appropriately when discrimination is in evidence.
12. Ensure value for money principles are applied in all areas of service delivery in consultation with supervisor, manager and partner agencies.
13. Undertake other duties appropriate to the post and grade that may reasonably be required from time to time.

JOB CONTEXT

This post is contracted to Southwark Social Services department and will be based in the All Age Disability (0-25) / Learning Disability (25+) Service within Adult Social Care. Assistant Practitioner roles work with children, young people and adults aged 25+ who have an eligible social care needs.

The post will work with all Council departments and NHS Southwark as well as other partners.

Organisation Information

The All Age Disability (025) / Learning Disability (25+) service is committed to delivering on the Council's strategic priorities (improving life chances, a better place for people and delivering quality services) and on addressing key corporate issues (such as value for money; the customer journey; efficient, accessible, needs-led and accountable services and equality, diversity and human rights). We value diversity within the team and within our client groups and aim to provide accessible, integrated services that are efficient and modern.

Grade/Conditions of Service

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

Contractual hours are 36 hours per week in accordance with the needs of the service.

Due to the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the rehabilitation of Offenders Act (exemptions) order 1975, as amended, pursuant to section 4 (4) of the rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
1. Knowledge of the principles of empowerment and promoting independence	E	S
2. Knowledge of legislation, statutory guidance and the social work and care management practice, particularly relating to safeguarding practice	E	S
3. Knowledge of disabilities and the impact they can have on individuals' lives	E	S
4. Able to demonstrate a sound knowledge of law and guidance relevant to adults social care practice, particularly relating to safeguarding practice	E	I
5. Knowledge and awareness of issues relating to communities from diverse backgrounds	E	I
Experience:		
6. Experience of formulating and implementing support plans and reviewing their effectiveness	E	S
7. Experience of working in a person centred way to enable service users to achieve their goals, outcomes and maximise their independence	E	S
8. Experience of successful working in an integrated manner, including team working and partnership to achieve positive outcomes for children, young people and/or adults	E	I
9. Experience of supporting service users to identify and realise their goals	E	I
10. Experience of safeguarding	E	I
11. Experience of working with children and young people / adults in a range of settings including managing challenging behaviour	E	I
12. Experience of working with a wide variety of professionals and agencies to enable adults to achieve outcomes and maximise their independence	E	S, I
Aptitudes, Skills & Competencies:		
13. Good interpersonal skills and the ability to encourage positive working relationships with staff and colleagues	E	I, T
14. Literacy skills to enable the post holder to produce high quality non-standard correspondences, taking and producing generic and safeguarding minutes	E	T
15. Numeric skills to enable the post holder to collate and analyse complex information, and produce good quality data that is easily understood by others	E	T
16. Ability to organise and prioritise own and other's work, responding to changing priorities and deadlines	E	I, T
17. Computer literacy skills at a level to maintain case records within information management systems	E	I, T
Special Conditions of Recruitment:		
Comply with and promote the Council's Equal opportunities policy		

Key: **E** Essential

S Shortlisting criteria

I Evaluated at interview

T Subject to test