

# Job Specification

**Job Title: Advanced Social Work Practitioner (ASWP)**

**Grade: g11**

**Job Evaluation Code: PR1432**

**Reporting to: Team Manager**

**Manager's Grade: 12**

**Location: Within Wakefield Council Boundaries**

**Service Directorate: Children and Young People's Services**

**Workstyle: Flexible**

## **Overall Purpose of the Post:**

An Advanced Social Work Practitioner (ASWP) is a lead professional in children and young people's multi-agency work. They have a proven track record in achieving the highest standards of practice in complex casework and will:

- deputise for the Team Manager and represent the team in working groups set up to raise the quality of practice and improve the effectiveness of the service;
- assist the Team Manager in providing guidance, support and supervision to other members of the team to underpin and contribute to quality service provision
- provide a high quality and comprehensive social work service to children and young people, their families and carers in line with the policies and procedures of the Children and Young People's Directorate and within regulatory and statutory guidelines including the Knowledge and Skills Statement for Child and Family Social Work and for Practice Supervisors and the Social Work England (SWE) Code of Practice;
- contribute to a wide range of complex statutory social work activities and carry out professional social work tasks in accordance with recognised social work procedures, Signs of Safety, evidence based practice and professional social work ethics
- The role of the Advanced Social Work Practitioner may differ depending on the team to meet Service requirements

	Requirements of the post	
	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>➤ Appropriate social work professional qualification (BA or MA in Social Work, Dip in Social Work, or equivalent recognised by the Central Council for Education &amp; Training in Social Work)</li> <li>➤ Registration with Social Work England (SWE) and a sound knowledge and understanding of the social work standards and the Knowledge and Skills Statements</li> <li>➤ Commitment to undertake Practice Educator development to meet service requirements</li> <li>➤ Substantial evidence of maintaining and developing skill and knowledge base in professional field through post qualifying training or other opportunities, including a willingness to obtain and enhance qualifications</li> </ul>	<ul style="list-style-type: none"> <li>➤ Research or academic specialism in Child and Family Social Work</li> <li>➤ Counselling skills</li> <li>➤ Practice Educator Stage 2 or equivalent</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>➤ In depth knowledge of and ability to apply relevant policies, appropriate legislation, government guidance and best practice in all aspects of social work including the role of the Local Authority appropriate to the needs of children, young people, their families and carers from diverse backgrounds</li> <li>➤ Extensive knowledge of a range of theories and models for Social Work Interventions and experience in evidence based practice and a track record of integrating this into own practice and service delivery</li> <li>➤ Extensive knowledge of the Statutory duties of the Local Authority including the looked after children system and the child protection process</li> <li>➤ Significant knowledge of the broad range of factors and influences that impact on service users and families (e.g. drugs, domestic violence, mental health issues, etc.)</li> <li>➤ In-depth knowledge of child development, attachment theory, anti-discriminatory practice, Assessment Framework, social work theory and methods</li> <li>➤ Knowledge and understanding of national drivers for Children &amp; Family Services</li> </ul>	<ul style="list-style-type: none"> <li>➤ Specialist working knowledge of appropriate Legislation, in relation to discipline, (e.g. Mental Health Act 1983 (as amended 2007); CPA; and Mental Health policy, Children &amp; Young Persons Act 2008, Care Act 2014)</li> <li>➤ Understanding of the Knowledge and Skills Statement for Practice Supervisors</li> <li>➤ Knowledge about the current changes in Health and Social Care across both Children's and Adults' services</li> <li>➤ Good knowledge and understanding of the Council's vision for the Children and Young People of Wakefield</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Substantial experience of working together with others, across voluntary and statutory agencies</li> <li>➤ Extensive experience in providing social work services to service users and their families, gained in statutory settings at a senior practitioner level</li> <li>➤ Proven experience in effectively undertaking the full range of statutory social work tasks (Assessment, Planning, Implementation and Review)</li> <li>➤ Experience of supervising and supporting staff in their development</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working with the Signs of Safety model</li> <li>➤ Experience acting as workplace supervisor/Practice Educator supporting practitioners and students</li> <li>➤ Line management experience and supervision of staff</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>➤ Keyboarding skills are required to ensure accurate and appropriate information is produced and provided to service users, customers and clients.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Ability to travel across the Wakefield District as required by the Service</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>➤ Proven ability to engage and sustain effective working relationships with service users and, where applicable, promote service users full involvement in decision making in the most complex situations</li> <li>➤ Advanced ability and skills in developing and sustaining effective working relationships with professionals, community resources and across the boundaries of voluntary and statutory agencies to maximise the effectiveness of services</li> <li>➤ Well-developed ability to work flexibly and creatively in engaging service users in complex situations.</li> <li>➤ Ability to identify appropriate interventions and commission relevant services, taking into account racial, cultural and religious factors</li> <li>➤ Proven ability to practice in a manner that does not stigmatise or disadvantage individuals, groups or communities</li> <li>➤ Proven ability to take responsibility for personal professional practice and development and to apply the social work process in practice whilst supporting others</li> <li>➤ Sound ability to undertake work processes within national and local frameworks to an advanced standard</li> <li>➤ Proven ability to transfer fundamental social work skills from one service user group to another</li> <li>➤ A well-developed understanding and commitment to team work together with an individual responsibility to effect outcomes</li> <li>➤ Well-established ability to communicate and record information in an appropriate clear, concise and logical manner</li> <li>➤ Proven ability to write complex reports as required for social work purposes</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ Proven ability to organise and prioritise tasks, to work under pressure and meet deadlines</li> <li>➤ Demonstrate a sound understanding of how the role contributes to effective use of council resources</li> <li>➤ Ability to provide advice, consultation, mentoring, supervision and line management to qualified and non-qualified practitioners</li> <li>➤ Ability to undertake the role of coach and mentor</li> </ul>	
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### **Key Responsibilities:**

- To deputise for the team manager and represent the team in a variety of settings/meetings.
- To facilitate or chair a range of meetings, including the team, around network meetings, team based learning and development days
- To undertake the role of the Lead Professional in complex statutory cases requiring a qualified social worker.
- To manage a complex workload with the support of senior colleagues, in accordance with the directorate and other agency policies and procedures, applying a multi-discipline approach.
- To support the Team Manager in continuous improvement and organisational development to support service delivery, improve performance and value for money across the service through case/practice monitoring and file audits
- To establish and develop collaborative working with allied health and social care professionals.
- To maintain and develop communication and co-operation with colleagues, individuals and groups in the community and other statutory voluntary agencies
- To maintain accurate and complete records in accordance with policies and procedures of the directorate and other agencies by ensuring up-to-date and accurate case recording on electronic client database.
- To utilise appropriate information and communication technology to ensure the provision of prompt and efficient services and information to service users, partner agencies and other stakeholders.
- To contribute to working groups set up to improve the quality and effectiveness of practice and contributing to the development of policies and procedures.
- To ensure that responsibilities under Health and Safety at Work Legislation are complied with.

- To assist the Team Manager with the supervision of staff and , subject to service demands, provide direct line management to team members
- To support the assessment and development of practice against the Knowledge and Skills Statement for Child and Family Social Work
- Contribute and support annual appraisals and half year reviews, setting performance targets and professional development goals, in line with the Service Improvements Plans.
- To be responsible for own professional development and participate in relevant training to support continuous professional development
- To keep up-to-date with research, develop and disseminate greater understanding of evidence based practice, providing professional assistance and guidance to colleagues within the directorate and other agencies as appropriate whilst contributing to the professional development of colleagues
- Participate fully in supervision and appraisals and contribute to the development and implementation of the Service Improvement Plans.
- To assist in any local or national emergency, where required

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Responsibility for Resources

### Employees (Supervision):

The post holder will be required to supervise and to develop, support and provide guidance to Authority employees or other people in an equivalent position, including support workers and social work students in line with service requirements

### Financial:

The work may involve occasionally handling cash, processing cheques, invoices or equivalent and potential budgetary responsibility in line with financial policies and procedures

### Physical:

The Postholder must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)

The work may necessitate undertaking duties outside normal office hours.

There will be responsibility for:

- Personal possession of others
- Confidential manual and computer information
- Mobile phone
- Laptops/computers

### Customers and Clients:

This post has a direct impact on people through:

- Major decisions on the well-being of individuals or groups of people
- Provision of a service, assessment of needs, arranging appropriate programme of care and welfare
- Implementing Statutory Regulations
- Development of Policies and Procedures
- Provision of advice and guidance on internal and external policies

**Internal:** All levels of staff within Children and Young People's Services, Wakefield Council and partner agencies

**External:** Health and Social Care partners, General Practitioners, Police, Education, voluntary agencies and other service providers.

### Progression within the CYPS Social Work Career Framework

All progression beyond Grade 11 in the CYPS Social Work Career Framework (Grades 8-12) will be through a formal recruitment process into a vacant post.

### Working Conditions:

The post holder may have to deal with verbal abuse, aggression or other anti-social behaviour from members of the public and may be subject to disagreeable, unpleasant or hazardous situations.

Wakefield Council operates a controlled smoking policy and work places may have been designated as non-smoking or have designated smoking areas. Where job specifications require the attendance to service user's homes, we cannot guarantee to protect workers from the effects of passive smoking but all efforts will be made to minimise such exposure, in accordance with Wakefield Council's policy on smoking at work.

**Characteristics of the post:**

- To work flexibly within the post with respect to working times and the nature of tasks.
- Some work outside normal office hours will be required.
- Employees are expected to participate in training activities in order to continue their professional and personal development.

**Employment Checks required for the post:-**

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications as detailed in this Job Specification
- Two satisfactory references
- Evidence of a satisfactory safeguarding check – DBS check at the relevant level
- Registration with the Health and Care Professions Council (HCPC)
- Confirmation of medical fitness for employment

**Date completed:** Drafted V4 October 2016 BP