Grading Job Description and Employee Specification

Job title: Safeguarding Practitioner	**Service area**: Adults & Health
Post number:	**Division**:
Grade: Grade 7/8 career grade	**Section/team:** Safeguarding Adults Team
Overall purpose of job: To plan, provide and evaluate a range of person centred social work interventions to individuals and their circle of support enabling individuals needs to be met and aspirations achieved.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	

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Main responsibilities:

At Grade 7

Under the guidance of the Lead Officer or Senior Social Worker effectively manage a protected case load with a complexity commensurate with the level of AYSE competence.

Undertake safeguarding S42 enquiries liaising with multi-agency partners, taking appropriate action within legislation and reporting to stakeholders as appropriate.

In partnership with all stakeholders develop safeguarding plans where there are ongoing risks.

Undertake a range of statutory assessments, reviews and reassessments using social work methods, theories and models to identify actions to achieve a person's preferred outcomes. Also assess for low level equipment and prescribe same.

Develop a support plan that is person centred, and outcome based and enables people to manage risk within the support options they choose.

Work within all relevant legislative requirements, policy and procedures to asses and meet the needs of adults and their circle of support and to provide appropriate support through the offer of a personal budget where appropriate.

Maintain accurate, timely, comprehensive and comprehensible records in accordance with applicable legislation, protocols and guidelines.

Arrange and chair planning meetings, reviews and other ad hoc meetings as required.

Collaborate with partners and other agencies to evaluate, plan, organize, and coordinate a variety of innovative services that address the needs of adults and their support networks. Ensure that these services provide the best value and quality, and participate in multidisciplinary and multi-agency forums as needed.

Undertake assessments in regard to Continuing Health Care funding.

Acts as a role model demonstrating positive behaviours that reinforce the council's values, acting as an ally to ensure an inclusive working environment.

At Grade 8

Effectively manage a case load with a varying complexity.

Undertake safeguarding S42 enquiries varying in complexity, liaising with multi-agency partners, taking appropriate action within legislation and reporting to stakeholders as appropriate.

In partnership with all stakeholders develop safeguarding plans where there are ongoing risks.

Undertake a range of statutory assessments, reviews and reassessments using social work methods, theories and models to identify actions to achieve a persons preferred outcomes.

Develop a support plan that is person centred and outcome based and enables people to manage risk within the support options they chose

Work within all relevant legislative requirements, policy and procedures to assess and meet the needs of adults and their circle of support and to provide appropriate support through the offer of a personal budget where appropriate.

Maintain accurate, timely, comprehensive and comprehensible records in accordance with applicable legislation, protocols and guidelines.

Arrange and chair strategy and outcome meetings, reviews and other ad hoc meetings as required.

Collaborate with partners and other agencies to evaluate, plan, organise, and coordinate a variety of innovative services that address the needs of adults and their support networks.

Ensure that these services provide the best value and quality and participate in multi-disciplinary and multi-agency forums as needed.

Provide appropriate and effective supervision to allocated non-qualified team members.

Liaise with the legal department to initiate court proceedings when necessary. Provide statements, reports, and coordinate all required evidence in accordance with the directions from both the legal department and the courts

Undertake assessments in regard to Continuing Health Care funding.

Undertake supervisory / management activities for one member of the team.

Acts as a role model demonstrating positive behaviours that reinforce the council's values, acting as an ally to ensure an inclusive working environment.

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Knowledge, skills and experience:

At Grade 7

Registration with appropriate professional body

Relevant professional Nursing/Occupational Therapy qualification with the ability to evidence continuing professional development.

Experience of Social Work, Nursing or Occupational Therapy practice.

Experience of safeguarding adults.

Ability to undertake safeguarding enquiries.

Comprehensive knowledge of current national and local drivers, policies and legislation including The Care Act 2014, Mental Capacity Act 2005, Deprivation of Liberty Safeguards.

Excellent communication skills both verbal and written.

Ability to undertake a range of assessments and care planning for the person, taking account of quality and cost.

Able to work as a member of a multi-disciplinary team.

Good IT skills and ability to use IT systems in relation to electronic record keeping, correspondence and other related tasks.

Ability to research and analyse information and compile and present reports.

Good negotiation, influencing and networking skills.

Ability to develop and maintain successful professional relationships.

Tenacious and resilient

Flexible

Ability to transport self around North Lincolnshire in a timely manner

At Grade 8

Registration with appropriate professional body

Relevant professional Nursing/Occupational Therapy qualification with the ability to evidence continuing professional development.

Successfully completed ASYE (if appropriate dependant of year of qualifying)

Experience of Social Work, Nursing or Occupational Therapy practice

Experience of adult safeguarding.

Ability to undertake safeguarding enquiries and develop safeguarding plans.

Comprehensive knowledge of current national and local drivers, policies and legislation including The Care Act 2014, Mental Capacity Act 2005, Deprivation of Liberty Safeguards.

Excellent communication skills, both verbal and written.

Ability to undertake a range of assessments and care planning for the person, taking account of quality and cost.

Ability to manage own caseload and prioritise a complex caseload working to identified timescales.

Able to work as a member of a multi-disciplinary team.

High level of I.T skills and ability to use IT systems in relation to electronic record keeping, correspondence and other related tasks.

Ability to research and analyse information and compile and present reports.

Good negotiation, influencing and networking skills.

Ability to develop and maintain successful professional relationships.

Ability to effectively supervise team members.

Tenacious and resilient

Flexible

Positive role model

Ability to transport self around North Lincolnshire in a timely manner

Creativity and innovation:

At Grade 7

To work in partnership with key stakeholders to implement preventative support within the community.

To creatively support people and their circle of support, to arrange and implement support that is flexible, responsive to need and controlled by the person, and which achieves identified outcomes.

Seeks creative solutions to promote inclusion of people within the community.

Find innovative solutions that reduces risk, resolve issues and concerns around the persons care and support needs.

At Grade 8

To work in partnership with key stakeholders to implement preventative support within the community.

To creatively support people and their circle of support, to arrange and implement support that is flexible, responsive to need and controlled by the person, and which achieves identified outcomes.

Promote the use of partnerships and encourage innovative thinking to develop person centred support services encouraging managed risk taking.

At individual, team and service level encourage and participate in innovative problem solving forums in order to improve policy and practice.

Seeks creative solutions to promote inclusion of people within the community including seeking a range of funding opportunities.

Promote and inspire services to meet the identified needs of people in North Lincolnshire, focusing on person-centred care and facilitate this at every opportunity.

Find innovative solutions that reduces risk, resolve issues and concerns around individual care and support needs.

Contacts and relationships:

At Grade 7

Daily contacts will include dealing with situations which are not straight forward and that require detailed planning, care and assistance.

Daily contacts
People – agreeing, implementing and reviewing individual support plans and acting as a designated worker for the person.

Circle of support – supporting, empowering and agreeing and implementing individual support plans.

Health colleagues and other stakeholders – when joint working and ensuring seamless support for people who may be or are being abused and neglected.

Colleagues across the service – maintenance of support networks on matters of safeguarding and quality of care.

Weekly contacts
Members of the public – signposting and provision of information.

Statutory, private and 3rd sector organisations – representing people in North Lincolnshire e.g. benefits, housing etc

At Grade 8

Whilst the contacts remain the same at a Grade 8 the complexity of those contacts will increase, as will the level of challenge and conflict, which the post holder will need to manage with tact and sensitivity.

Daily contacts
People – agreeing, implementing and reviewing individual support plans and acting as a designated worker for the person.

Circle of support – supporting, empowering and agreeing and implementing individual support plans.

Health colleagues and other stakeholders – when joint working and ensuring seamless support for people who may be or are being abused and neglected.

Colleagues across the service – maintenance of support networks on matters of safeguarding and quality of care.

Weekly contacts
Members of the public – signposting and provision of information.

Statutory, private and 3rd sector organisations – representing people in North Lincolnshire e.g. benefits, housing etc

Decision making:

At Grade 7

Make decisions in partnership with people and their carers on matters affecting their lives.

Work in partnership with all stakeholders to develop safeguarding plans where there are ongoing risks.

Contributes to the routine day to day decisions within the teams seeking guidance and assistance if necessary.

Make decisions on eligibility through the application of the appropriate legislation and criteria.

Re-evaluate and prioritise caseloads and other work commitments, giving due regard to the needs and vulnerability of people.

Whilst recognising the importance and accountability of procedural compliance and decision making, take responsibility for deciding when to refer to managers when additional support and guidance is required.

Contributes to decisions relating to community-based initiatives

Assists with decisions relating to individuals personal budgets

To take responsibility for personal safety, giving regard to that of colleagues and working environments, reporting any concerns regarding health and safety.

At Grade 8

Makes autonomous decisions in partnership with people and their carers on matters affecting their lives.

Work in partnership with all stakeholders to develop safeguarding plans where there are ongoing risks.

Contributes to the routine day to day decisions within the teams seeking guidance and assistance if necessary.

Make decisions on eligibility through the application of the appropriate legislation and criteria.

Re-evaluate and prioritise caseloads and other work commitments, giving due regard to the needs and vulnerability of people.

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Whilst recognising the importance and accountability of procedural compliance and decision making, take responsibility for deciding when to refer to managers when additional support and guidance is required. Contributes to decisions relating to community-based initiatives Assists with decisions relating to individuals' personal budgets To take responsibility for personal safety, giving regard to that of colleagues and working environments, reporting any concerns regarding health and safety.
Responsibility for resources: Responsible for laptop and mobile phone with a combined value of £850. Working away from the officer base up to 50% of working time

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WORK ENVIRONMENT

Work demands:

At Grade 7

The nature of the work involves interruptions to tasks and changing priorities.

Conflicting priorities to be managed when issues such as safeguarding concerns / safeguarding enquiries require immediate attention.

Managing time and caseload effectively.

Constant changes to individuals support plans due to change of circumstances.

Due to the nature of the role flexibility is required.

At Grade 8

The nature of the work involves interruptions to tasks and changing priorities.

Conflicting priorities to be managed when issues such as safeguarding concerns / safeguarding enquiries require immediate attention.

Managing time and caseload effectively and overseeing that of allocated team members.

Additional interruptions may occur when required to support team members in matters that require an experienced social worker and these need to be managed along with all other commitments.

Constant changes to individuals support plans due to change of circumstances.

Due to the nature of the role flexibility is required.

Physical demands:

Normal physical effort required

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Working conditions:

Work will mainly be carried out in an office environment, residential settings and peoples home addresses across North Lincolnshire. The conditions in a person's home may at times be disagreeable.

Hybrid working is supported across the organisation although there is a requirement tot attend the office base as requested.

Work context:

The post holder will undertake lone working and must adhere to the appropriate policies and procedures.

Some risk associated with home visits. The post holder will visit people and carers in their own homes, and these will include new and unknown referrals.

Risk of challenging behaviour from people.

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Position in organisation:

Indicate how many staff the post is directly accountable for:
At Grade 7 - 0
At Grade 8 _ 1

Are posts in more than one location? No

Is this at the same site? Are the posts managed highly mobile? Yes

Is the supervision/management shared with another post in the structure? No



Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	

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Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
At Grade 7 • Experience of Social Work, Nursing or Occupational Therapy practice • Experience of adult safeguarding. • Ability to work as a member of a multi-disciplinary team. • Ability to undertake a range of assessments and care planning for the person, taking account of quality and cost. • Knowledge of current national and local drivers, policies and legislation including The Care Act 2014, Mental Capacity Act 2005, Deprivation of Liberty Safeguards. At Grade 8 • Experience of Social Work, Nursing or Occupational Therapy practice • Experience of undertaking adult safeguarding enquiries and developing safeguarding plans. • Experience of undertaking a range of assessments and care planning for the person, taking account of quality and cost. • Experience of working as a member of a multi-disciplinary team. • Comprehensive knowledge of current national and local drivers, policies and legislation including The Care Act 2014, Mental Capacity Act 2005, Deprivation of Liberty Safeguards.	
Knowledge, Skills and Experience	**Interview**

At Grade 7

- Ability to undertake safeguarding enquiries.
- Excellent communication skills both verbal and written.
- Good I.T skills and ability to use IT systems in relation to electronic record keeping, correspondence and other related tasks.
- Ability to research and analyse information and compile and present reports.
- Good negotiation, influencing and networking skills.
- Ability to develop and maintain successful professional relationships
- Tenacious and resilient
- Flexible
- Ability to transport self around North Lincolnshire in a timely manner

At Grade 8

- Ability to undertake safeguarding enquiries and develop safeguarding plans.

- Excellent communication skills both verbal and written.
- High level of I.T skills and ability to use IT systems in relation to electronic record keeping, correspondence and other related tasks.
- Ability to research and analyse information and compile and present reports.
- Good negotiation, influencing and networking skills.
- Ability to develop and maintain successful professional relationships.
- Ability to effectively supervise team members.
- Tenacious and resilient
- Flexible
- Positive role model
- Ability to transport self around North Lincolnshire in a timely manner

Education, Training and Qualifications	**Original documents**

At Grade 7

- Registration with appropriate professional body
- Relevant professional Nursing or Occupational Therapy with the ability to evidence continuing professional development.

At Grade 8

- Registration with appropriate professional body
- Relevant professional Nursing or Occupational Therapy qualification with the ability to evidence continuing professional development.
- Successfully completed ASYE (if appropriate dependant of year of qualifying)

Working Arrangements	**Interview**

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Ability to transport self around North Lincolnshire in a timely manner

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
At Grades 7/8 • Experience of using North Lincolnshire specific case management platforms and other IT systems. • Supervisory experience • Experience of undertaking complex case work. • Demonstrate continuous professional knowledge of the complex and changing needs of people. • Ability to work closely, cooperative and flexibly with others to facilitate and promote a person centred approach • Ability to work towards agreed deadlines and prioritise own and others workloads.	
Knowledge, Skills and Experience	**Interview**
•	
Education, Training and Qualifications	**Original documents**
At Grade 7/8 • BIA qualification • ILM Level 3 Management qualification	
Working Arrangements	**Interview**
•	

THE POST IS SUBJECT TO:			
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974			
Yes	**x**	**No**	☐
Political restriction			
Yes	☐	**No**	☐
The ability to speak fluent English under the Immigration Act 2016			
Yes	**x**	**No**	☐

- **Version Control**

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Date approved	
Last updated	