**Job Title –Adult Practitioner-Learning Disability and Autism Team**

**Grade - Scale 6**

**Job Description**

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| **Job Purpose** |
| To support the delivery of Adult Social Care statutory duties in line with the Care Act, Human rights Act and Mental Capacity Act.  Integral to the post will be working with individuals, their carers and families to complete Care Act assessments and reassessments (reviews). Interventions are quality assured and agreed by a Senior member of staff.  To complete Carers assessments, completion of the Continuing Healthcare Checklist, Mental Capacity Assessments and best Interest decisions when required, with senior oversight.  Design support plans with the individual, providers, their carers and/or families, build a Support Plan which is person centred, holistic and supports developing and/or maintaining personal independence with the use of community assets, assistive tech and digital solutions.  Building strength and confidence for individuals and families to have control of their lives.    Providing or sourcing the support that is needed to develop wellbeing and improve connections to family, friends within the communities  The post holder is integral to assisting the individual and their family to make informed decisions about the level of choice, control and risk they wish to take with their lives.  The post holder will be undertaking the range of assessments required to support and enable decision making for the individual, their family and carer/s |
| **Major Tasks** |
| * Providing a service which supports adults who have care and support needs, may be vulnerable and at risk, but may include their families/carers. * This role will include working with adults and their families/carers to assess and Support Plan to make positive decisions in their lives. * Promote the use of assistive technology and digital solutions * To work as part of a community based multi-professional, team to support the development of services that will have a high impact on outcomes for individuals and carers/families. * To connect individuals and families/carers to support within their communities. * To produce high standard assessments and support plans, which will be subject to robust quality assurance process to improve the lives of individuals and/or family/carers. * Completion of Care Act assessments and determining eligibility under the Care Act * Completion of Mental Capacity assessments and supporting Best Interest decisions when required * Maintain and update case notes and other records in a timely, professional and accurate manner. * To contribute to the coordination of both internal and external inspections and audits. * To deliver standards which achieve equality of opportunity and promote diversity. * To support and promote the Council’s visions and priorities both internally and externally. * Promoting the development of the individual and/or family, to identify solutions to support their identified outcomes. * To support individuals to work with relevant agencies, groups or individual based support services. * Identify risk and develop plans to support positive risk taking and/or to manage or reduce risk, both within the period of assessment, support and ongoing. * To promote close and constructive relationships with individuals, families and partner agencies. * To identify solutions to increase independence and support reduction or delay of care and support needs. * To have an in-depth knowledge of personal budgets, direct payments, personal assistants and actively promote and support the use of these provisions to individuals eligible for care and support., where appropriate. * To work in partnership with a range of statutory, independent and voluntary services to develop services and support individuals. * To work closely with Information and advice services, informing them of new resources to ensure that internally produced resources are dynamic sources of information. * To actively participate in peer support and group meetings and support an ethos of learning and development, using evidence on which to base best practice. * To contribute to training of staff and other agencies. * To act as a resource base to provide advice, support and opinion to colleagues, regarding knowledge of areas of community support to the individual, families and carers. * To work to uphold quality standards and cost effectiveness of service, ensuring the most appropriate and cost effective options are considered. * Work to a range of legal options to support investigation and protection. * Contribute to reviewing the cases of individuals and families where outcomes need to be learnt from. * Undertake preventative work in order to reduce the need for care or services. * Work with individuals, families, carers to help them to make informed decisions, enabling them to clarify and express their needs and contribute as equal partners. * Liaise with colleagues in own and other Council services and external agencies in order to gather information relevant to assessment and support planning activities. * Promote equality as an integral part of the role and treat everyone with fairness and dignity. * Recognise health and safety is the responsibility of every employee, take reasonable care of self and others and comply with the Telford & Wrekin Health and Safety policy and any service-specific procedures/rules that apply to this role. * Keep up to date with contemporary issues in the relevant area of practice, keeping ahead of new services relevant to supporting individuals, families and carers. * Ensure that knowledge of Service Delivery and statutory requirements with regard to Service Delivery, is up to date. |
| **Contacts & Relationships** |
| * To develop and maintain professional relationships with statutory and non-statutory agencies, both internal and external to Telford & Wrekin, who influence the lives of individual’s carers and families. * To promote and participate in multi-agency working as required. * Develop relationships for the purpose of supporting individuals in community settings, with third sector partners. * These contacts will include providing professional advice and the giving, receiving and analysis of information. |
| **Creativity** |
| * Using imagination and creative skills to identify and put in place appropriate and effective arrangements, including assistive technology, digital solutions, and community support and care provisions to support independence at home. * Design effective and impactful support plans that are professionally credible and other relevant documents. * Provide practical and interventional support to enable people to maintain and develop independence and overcome barriers that prevent them from doing the activities that matter to them and from managing their own lives. * Support community based services to be more inclusive. |
| **Decisions** |
| * Frequent professional decision making is required where many factors have to be considered. Themajority of these decisions will be taken autonomously by the post holder within established policy and practice guidelines, in consultation with Senior Officers as appropriate. * Required to make decisions in consultation with partner agencies, adults and their families in relation to issues such as safeguarding * Decisions made regarding the management of risk, will be made in consultation with Senior Officers. * Attendance and contribution to peer review/meetings to support decision making within the team * Decision making in respect of Mental Capacity assessments and Best Interest decisions |
| **Management & Supervision** |
| Model good practice and setting expectations for others.This can be achieved by participating in peer review, reflective practice groups, co-work on specific cases to support others in their development.  * Provide day to day advice and support in relation to all colleagues based within the team, as required and in consultation with the Senior Officer. |
| **Supervision Received** |
| * Report to the Senior Officer * Organise and manage own workload including setting priorities for work and seeking specialist advice when required * Participation in group supervisions, team and/or service wide * Monthly supervision by a senior colleague |
| **Complexity** |
| * To work a flexible 37 hour week with adults, and their families/carers to identify and support their complex needs, this mayinclude evening, weekend working. * Understand the application of law within Adult Social Care * Demonstrate effective practice in situations, assessing and managing levels of risk, striking a balance positive risk management and enable individual choice * Liaising with a wide range of professionals. * Support individuals with completion of Care Act and Mental capacity assessments with quality assurance and senior oversite * Manage a caseload and offering support to individuals and Carers and produce high quality written work. |
| **Resources** |
| * Mobile working functionality * Responsible for processing personal and sensitive information as described in the Data Protection Act principle |
| **Impact** |
| * This role is vital to ensure that the statutory functions of the Care Act are delivered and are impactful to individuals. Provide a service which supports strength and asset based conversations with individuals and families to promote independence and delay the need for long term care and support. * Work with individuals and/or family/carers to reduce the need for care or services. * To work as part of locality based multi- professional team to support the development of services that will have a high impact on outcomes for individuals and communities * Promote the use of Personal budgets, direct payments to meet assessed care and support needs. * Assessments should be carried out in a thorough manner, ensuring high quality and within the reasonable time frames |
| **Physical Demands** |
| * Travelling between home visits across the borough and work bases. * Supporting Community Hubs across the borough * Home working is actively supported |
| **Working Environment** |
| * There may be exposure to air or blood borne infection * Frequent visits to home environments where there may be difficult home circumstances, hoarding and/or environmental neglect which occur * Expectation to work across a range of community venues as well as meeting clients in their own home. * The post holder works alone and will make autonomous decisions. |
| **Emotional Context** |
| * The role will have contact with upsetting and distressing subject matter as regular and inherent feature e.g. * Identify and support Adult Safeguarding enquiries and concerns * Individuals with long term conditions with care and support needs * Emotional Distress and occasional verbal hostility from individuals and/or their carers |
| **Other** |
| The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Support planning accredited qualification or equivalent experience * Previous experience and evidence of working with individuals with Learning Disability and or Autism, on assessing and Support Planning. * Evidence of a continuous commitment to professional development * GCSE Level C or above English and Maths * A level 4 qualification 4 or its equivalent in terms of qualification(s) and experience |
| **Experience** | * Experience in of working with individuals with a Learning Disability and or Autism to improve life chances and experienced * Experience in assessment and support planning, taking into consideration prevention and other interventions which will improve outcomes for individuals and their families/carers, including those who do not have capacity. * Making decisions in respect of complex care issues with individuals and their families/carers from a range of cultural backgrounds. * Knowledge of sourcing new and innovative ways of supporting people and stimulating growth of new services * Knowledge of using personal budgets and direct payments |
| **Knowledge** | * Knowledge of taking a whole person/family approach to both mental and physical health and wellbeing, supporting individuals and their families/carers to achieve their full potential. * Knowledge of Adult Safeguarding who may need support * Knowledge of Personal Budgets and Direct Payments * Clear understanding assessment and risk management processes * Understanding of the impact of disabilities and/or long term conditions on individuals, families and/or carers * Understanding of Care Act duties * Understand the important and application of equality, diversity and inclusion for individuals, families and/or carers * Understanding of Health & Safety legislation * Knowledge of relevant local priorities as set out within Council. * Good understanding of relevant Government policy, legislation and guidance |
| **Skills** | * High level oral and written communication skills including the ability to express concepts and information and communicate effectively with Adults, their families, professionals and others.   High level of inter-personal skills, including the ability to develop effective working relationships, promote good customer care, influence and challenge, motivate and enable others.  Support individuals, carers and/or families with empathy and understanding of circumstances and impact of issues experienced  Understand the ethos of recovery and strengths based approach to enable people to live full lives  Critically reflective practitionerable to make well balanced decisions, working with adults using a holistic, client centred approach and able to demonstrate effective practise in varying situations.   * Analyse ethical dilemmas and decide appropriate ways forward. * Plan, organise and prioritise a demanding workload, in order to meet deadlines and maintain the delivery of multiple, competing short and long term objectives. * Work as a member of a team and develop collaborative relationships. * Accept responsibility and work on own initiative.   Use information technology effectively, having necessary keyboard skills to use email, update computerised diaries and update and retrieve information from organisational record systems.  Keep client based records up to date and produce written work that is client focussed and will be subject to monitoring. |
| **Personal style & behaviours** | * As a Council employee you will be supported and expected to demonstrate the Council’s Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages. * Relates appropriately to individuals and their families with empathy. * Has a partnership/holistic approach to problem solving. * Develops good relationships with others by behaving with integrity, treating people with respect and leading by example. * Committed to promoting diversity, equal opportunities and anti-discriminatory practice. * Take responsibility for decision making and developing good working relationships with individuals, carers and/or families * To work a flexible 37 hour week with individuals and their families/carers to identify and support their complex needs, this mayinclude evening, weekend working. |
| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.  This is needed to enable complex information is presented at a variety of meetings, in relation to children and families, preparation and presentation of reports, communicating with a wide variety of professionals in relation to children e.g. sharing developmental, health, safeguarding information and agreeing professional tasks and directions. |
| **Political Restrictions** | This post is not politically restricted. |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity | x |
| Working with Children - Regulated Activity | x |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>