# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Practitioner – Shared Lives/ Accommodation

# Department: Adult Social Care and Health

# Grade: [Single Status 13](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Practice Manager / Operations Manager

# Responsible for:

# Purpose of the Role:

Shared Lives provides support for adults to live in their community in the homes of approved Shared Lives Providers. People using the service and their Shared Lives Provider enjoy shared activities and life experiences. The service has a team of Shared Lives Officers who assess potential Shared Lives providers, preparing them for an approval Panel. The team support the compliance of the Shared Lives Providers in mainaining high standards of support and accommodation required by the Care Quality Commission. The service aims to match adults to Shared Lives Providers by providing quality assessments and support plans. The service provides ongoing support and monitoring to maintain standards and ensure a good quality of life. Shared Lives is consistently rated as one of the highest quality and safest forms of social care support, often outscoring other more traditional care models. The service also works along side our Supported Accomodation Team.

As Senior Practitioner and Registered Manager you will support a team in delivering high quality support to adults and Shared Lives Providers.  You will contribute towards shaping a CQC Registered service which strives for continuous improvement. Where required you will support our Supported Accommodation Service.

# Key tasks:

1. Responsible for an allocated workload where a high level of professional competence is required, including assessment of complex needs and risks, support planning, commissioning care and support and review.
2. Accountable for the overall quality of the service and to ensure it conforms, if applicable, with the Care Quality Commission essential care standards for quality and safety.
3. Develop links with Shared Lives and Supported Accommodation providers, partners, agencies and resources within the community to ensure an integrated approach to people requiring support.
4. Lead the panel process to both approve and de-approve new providers , acting as the decision maker in liaison with the Practice Manager.
5. Identify and appropriately report children and adult safeguarding concerns, completing CQC notifications where required, liaising with key agencies to gather information.
6. Work with a range of legal interventions and departmental policies and procedures to support outcome-based planning for adults and their carers/families.
7. Maintain a high standard of report writing.
8. Undertake a lead role in implementation of agreed local and national service developments, ensuring compliance to standards, legislation and ongoing service improvements
9. Assist the practice manager in the preparation of staff development reviews and identification of staff training needs and in providing induction programmes for new staff.
10. Responsibility for caseload management, identifying training needs, providing supervision, monitoring, review and feedback as required by the Practice Manager/Operations Manager.
11. Responsibility for overseeing safeguarding investigations relating to Shared Lives and Supported Accommodation where appropriate, and implement any recommendations.
12. Ensure efficient responses to referrals for the Department’s services, coordinating assessments, risk assessments, case planning and review processes.
13. Keep the Practice Manager informed of case planning processes and maintain responsibility for case management of supervisees’ cases in their absence, ensuring the Practice Manager has sufficient information related to specific cases to enable them to carry out responsibilities within the scheme of delegated authority.
14. Provide out of hours duty cover as appropriate.

# PERSON SPECIFICATION

# Essential education and qualifications

1. Relevant Professional Qualification at QCF level 5, (e.g. social work) or Registered Managers Award or equivalent

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Experience of statutory Health or Social Care frontline services including safeguarding, assessment, review, risk management, and managing complexity.
2. Knowledge of legal and policy frameworks relevant to the social care of adults, and its application to practice. e.g. Care Act (2014), Health and Social Care Act (2008), Mental Capacity Act (2005), and relevant statutory guidance.
3. Able to demonstrate sourcing appropriate legal advice and application of legal reasoning.
4. Able to manage complex case related work and lead service developments, applying critical reflection, data analysis, evidence, hypothesis and ethical approaches to support decision making. Working effectively under pressure and managing competing demands.
5. Able to demonstrate accountability and effective judgement when assessing and managing risk, escalating where appropriate.
6. Ability to undertake assessment, planning and intervention for Safeguarding and in more complex casework, modelling good practice and nurturing a learning culture.
7. Understand how relevant social care theory, knowledge, and evidence-based research apply to, and support, good practice.
8. An awareness of the implications to practice relating to changes at local, organisational, and national levels.
9. Experience of supervising the professional practice of others, including mentoring, motivating, and performance management of staff and students.
10. Ability to reflect on and be aware of own professional limitations and development needs, and to identify how these will be met or overcome.
11. Skills to effectively communicate, network, and sustain professional relationships with others, utilising a relationship-based approach, negotiation skills, partnership working, and use of appropriate authority where appropriate.
12. Ability to converse at ease with customer and provide advice in accurate spoken English.
13. Skills to manage information, analyse, and interpret data relating to service information, including how this informs service, policy/procedure development, performance, and compliance requirements.
14. Knowledge of Care Planning and commissioning services.
15. A commitment to further professional development
16. Ability to meet the travelling requirements of the role.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Understanding of housing and benefit legislation and policy
2. Understanding of IT systems to include knowledge of Microsoft packages ie Excel, Word, Outlook
3. Experience of giving evidence in court in relation to public and private procedings as required

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Functio** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |