# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Senior Practitioner Safeguarding Coordinator

# DEPARTMENT: Adult Social Care and Health

# LOCATION: Countywide

# GRADE: [Single Status Grade 13](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Practice Manager

# Purpose of the Role:

Coordination of Adult Social Care responsibilities in respect of quality assurance of audit safeguarding

# Key tasks:

1. Provide specialist safeguarding information and support.
2. Represent the service or locality in the development of relevant strategies which impact upon safeguarding e.g. MCA/DOLS, Safeguarding Vulnerable Groups Act 2006, Fraud Act 2006 and Care Act 2014.
3. Support the development of safeguarding strategies with service providers and, where appropriate, individual cases.
4. Carry out a quality assurance function through the auditing of safeguarding cases
5. Undertake project work and other specified pieces of work as required
6. Support network development and reflective practice workshops for Lead Enquiry Officers.
7. Develop and support mechanisms to increase user involvement in the safeguarding process and in so doing demonstrably increasing the effectiveness of interventions.
8. Deliver presentations and facilitate workshops to differing audiences and participants
9. Oversee and support the duty system as appropriate within the Team.
10. In conjunction with the Practice Manager, to encourage, develop and lead a learning climate in the Team.
11. Attend staff meetings, supervision and training as required including participation in the Performance Management System.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Ability to communicate effectively (e.g. liaising with colleagues, Manager, service users and carers, members of the Public and other agencies).
* Ability to write and present information concisely and effectively
* Case management and workload organisation.
* Analyse complex information.
* Staff supervision.
* Ability to work as part of a team and to use initiative.
* Ability to set clear, professional boundaries.
* Ability to use research to inform practice.
* An ability to give constructive feedback to team members about their performance.
* Ability to converse at ease with customer and provide advice in accurate spoken English
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Qualified Social Worker (BASW, DipSW, CQSW, CSS), and registered with the professional regulatory body.
* Plus a post qualifying qualification, either: PQ1, ASW, PQSW or Practice Teacher Award or equivalent practical experience.
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * Clear evidence of ongoing CPD.
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Operation of duty/intake systems.
* Relevant legislation, e.g. NHS & Community Care Act 1990, Chronically Sick and Disabled Persons Act, etc.
* Relevant legislation relating to Children & Families services.
* Knowledge of assessment and the Care Management Process.
* Knowledge of Safeguarding Vulnerable Adults Procedures.
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# Desirable knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Related legislation and guidance e.g. Continuing Health Care, Disabled Children and Cares Act, Mental Capacity Act etc.
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of working with people needing services from the Department.
* Experience of undertaking Safeguarding Investigations.
* Experience of undertaking lead Practitioner roles within complex and sustained multi-disciplinary settings, or relevant Post qualifying experience or experience of supervision of staff or students.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * To understand and to have the ability to review and to put into operations good practices in relation to service users and carer.
* Team worker.
* To be able to work successfully within a changing environment.
* Ability to use evidence to make appropriate decisions.
* Ability to work jointly and constructively with colleagues and other health care professionals.
* A commitment to equal opportunities and anti- discriminatory practice.
* Ability to demonstrate how the travel requirements of the role will be met.
 |  | * Application

Interview |

**Date (drawn up): Modified February 2022**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: 11832**

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.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| 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 |