

## Kent County Council

### Job Description: Consultant Social Worker (Think Ahead)

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<b>Directorate:</b>	<b>Adult, Social and Health Care</b>
<b>Unit/Section:</b>	<b>Think Ahead Unit</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Service Manager</b>

### **Introduction:**

Think Ahead is a charity working in partnership with NHS and Local Authority community mental health services to provide a route into adult mental health social work for graduates and career changers. The Consultant Social Worker (CSW) will be employed by Kent County Council and share their caseload with the cohort of Think Ahead participants who are placed in an adult mental health service. Consultant Social Workers provide an outstanding practice learning experience, acting as role models for participants, whilst operating at senior social work level in a multi-disciplinary team.

### **Purpose of the Job:**

Management of the Think Ahead unit:

- Responsible for all cases allocated to the Think Ahead unit – ensuring that effective social work support is provided in each case in accordance with relevant legislation and local/national policy.
- Acting as a role-model for outstanding evidence-based social work practice to Think Ahead participants.

General:

To operate at senior social work level within a multi-disciplinary team, ensuring the delivery and development of effective and best quality services in accordance with the service operational policy and quality performance targets. To investigate and manage risk, undertake complex assessments, undertake appropriate onward planning of care, providing specialist mental health advice, support and interventions to staff, carers and patients and other agencies. To provide expert leadership in relation to key legislation including the Mental Health Act, Mental Capacity Act, Safeguarding and other key elements of the Care Act.

### **Main duties and responsibilities:**

#### Development of a high-quality practice learning experience:

- Allocate work to participants and develop their practice skills in line with their learning needs.
- Work with line manager to ensure a sufficiently varied caseload, so that participants are best-placed to become practice-ready at the point of qualification.
- Provide individual supervision, weekly unit case discussion and ad hoc support to participants.
- Work closely with participants as they are exposed to varied and increasingly complex casework as their placement progresses.
- Promote a growing degree of autonomy in participants' practice to ensure practice-readiness at the point of qualification, while retaining accountability for all cases held within the unit.
- Support participants to develop leadership qualities in practice.
- Be proactive in suggesting improvements to the CSW and participant experience as a part of Think Ahead feedback initiatives.
- Active engagement in coaching sessions with Think Ahead Practice Specialist.
- Act as an ambassador for Think Ahead within your organisation, raising awareness of the programme and of the models of intervention that comprise the Think Ahead curriculum, as well as supporting integration of the unit within the organisation.

#### Assessment and performance management

- Formal assessment of written and practical work completed by Think Ahead participants on placement, including participant reports and regular direct observations of practice, according to Middlesex University's assessment timelines.
- Complete midway and final reports for each participant at each placement stage.
- Provide feedback to participants, addressing performance issues together with Academic Tutor.

#### Consultant Social Worker training programme:

- All Consultant Social Workers are required to attend teaching days on social interventions in mental health with the Think Ahead programme plus structured self-learning.
- There will be further teaching days for Consultant Social Workers on practice education and supervision (PEPS 1 and 2).
- There will be four CSW Development Days with tailored leadership training.
- Consultant Social Workers will also be required to complete assignments, direct observations with their academic tutor and other private study outside of teaching days towards their Post-Graduate Certificate in Advanced Social Work.

#### General:

- To be a core member of the team, operating at senior social work level

- To provide a highly specialised range of social interventions relevant to the care group and have knowledge of evidence based models of practice.
- To deliver care in line with the CPA policy and to manage, as the lead practitioner, a caseload of clients with complex health needs. Sharing this case load with the Think Ahead participants.
- To work in partnership with the individual patient and their families and carers to ensure the delivery of the care plan, and to enable the development of a plan to facilitate their safety, promote their well-being and support independence and inclusion in the community. This may include working closely with partner agencies.
- To develop care plans that meet the needs of the individual and their family/carers as appropriate and that are focused on strengths and are outcome based.
- To monitor, evaluate and modify treatment and care in order to measure progress and ensure effectiveness of intervention.
- To work with carers and family members, offering carers assessments and providing support and information to them as indicated. Signposting to third sector agencies to ensure they receive appropriate advice and support. Advising them about the trigger around risk factors relating to the patient, within the boundaries of confidentiality.
- To monitor; risk, progress and where necessary compliance including the patient views to their care and treatment and to work in partnership with the patient, family and carers.
- To carry out assessments of clients work/educational / vocational and housing needs/aspirations and ensure that these are met where appropriate.
- To carry out carers assessments or make referral to enable this and implement a plan of care accordingly.
- To work closely and in partnership with colleagues in other services within the Trust in a collaborative way, ensuring that decisions are made that ensure the best care for patients and that there is a seamless pathway.
- To signpost patients and carers to other services and make onward referrals to support identified needs.
- To develop professional networks and keep abreast of local resources; third sector partners, primary care, housing, education, social care and other statutory organisations in order to ensure that the patient is able to navigate the full health and social care system.
- To promote awareness of the role of social work within the team and across the service
- To apply highly specialist skills and knowledge in order to establish professional competence and fitness to practice.
- To demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcomes in a portfolio

## **Communication**

1. To communicate complex and sensitive information effectively both with colleagues and with patients and carers.
2. Key relationships:
  - Service Manager
  - Team manager
  - The Think Ahead participants
  - The Think Ahead programme team and academic team

### **Professional**

1. Maintaining own professional development through full participation in the Think Ahead programme.
2. Ensuring that Registration and revalidation is current and compliant with SWE regulations and guidelines.
3. Ensuring that supervision both clinical and management supervision are undertaken in line with Trust policies

### **Research and Development Activity**

1. Required to undertake regular R&D activity as appropriate.
2. Participate in the operational planning, implementation of policy and service development within the team, leading on delegated projects

### **Clinical and Practice Governance**

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/ records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
3. The post holder must adhere to the Trust risk assessment and risk management processes.
4. Be aware of and adhere to Trust infection control policies and procedures.
5. Undertake mandatory training and any other training relevant to the role as required by Kent County Council
6. Participate in clinical and management supervision on a regular basis.

### **General**

1. The post holder must at all times carry out his/her duties with regard to Sussex Partnership NHS Foundation Trust Equal Opportunities Policy.
2. The post holder will be required to attend internal and external meetings as agreed by the line manager and the Deputy Director of Social Work.
3. To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
4. All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

5. This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for any previous criminal convictions. Kent County Council is committed to the fair treatment of its staff, potential staff or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: Consultant Social Worker (Think Ahead)

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Social work qualification at degree level and current registration with Social Work England.</li><li>• Aptitude and intellectual curiosity for further study at postgraduate level.</li><li>• Recognised Leadership qualifications</li><li>• Recognised professional teaching qualification</li><li>• Practice Educator Professional Standards Stage 2 qualification.</li><li>• Post-qualification CPD in social work practice and/or training and leading others.</li></ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of relevant legislation and policy, with the ability to apply this knowledge to practice.</li><li>• Awareness of theories, models of intervention and research activity that underpin best practice in adult mental health social work.</li><li>• Significant social work experience in community mental health settings.</li><li>• Highly skilled in mental health social work with individuals, groups and communities.</li><li>• Excellent risk assessment and risk management skills.</li><li>• Ability to employ own knowledge, experience, practice skills, networks and values to create a rich and inspirational learning experience.</li><li>• Confidence in critically and constructively reflecting on others' social work practice.</li><li>• Experience of supervising or mentoring other practitioners</li><li>• Excellent analytical, influencing and negotiation skills.</li><li>• Excellent written and verbal communication skills.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Leadership: the ability to act as a professional role model, demonstrate initiative, and engage others and enable them to achieve their goals.</li><li>• Motivation: personal commitment to transforming the lives of people with mental illness, with an understanding of the positive impact of social work and the Think Ahead mission.</li><li>• Adaptability: resilience and flexibility in changing circumstances, with the ability to work under pressure and deal with uncertain or unexpected outcomes.</li></ul>

	<ul style="list-style-type: none"> <li>• Relationship- building: empathy and respect for all individuals, with the ability to build relationships and understand people's motives and perspectives.</li> <li>• Communication: the ability to collaborate with and influence a wide range of people, in person and through written communication.</li> <li>• Problem- solving: the ability to objectively analyse situations, using evidence and clear judgement to generate effective solutions.</li> <li>• Self-awareness: the ability to understand, and reflect critically on, both your own personal development and how your actions affect others.</li> <li>• Demonstrates professional curiosity and the ability to manage appropriate professional challenge</li> <li>• Ability to communicate effectively : verbally, in writing and via other media (ie power point, teaching presentations, )</li> <li>• Ability to demonstrate effective team and multi-agency collaborative working.</li> <li>• Supervision skills both individual and group facilitation skills.</li> <li>• Able to demonstrate advanced report writing and presentation skills</li> <li>• Ability to demonstrate problem solving and critical analysis skills.</li> <li>• Ability to manage and organise workload including prioritising work as it presents itself to the Think Ahead unit</li> <li>• Ability to work to meet deadlines.</li> <li>• IT literacy</li> </ul>
<b>WORKING WITHIN PROFESSIONAL BOUNDARIES</b>	<ul style="list-style-type: none"> <li>• Accepts responsibility and accountability for own work and can define the responsibilities of others.</li> <li>• Recognises the limits of own authority within the role.</li> <li>• Seeks and uses professional support appropriately.</li> <li>• Understands the principles of confidentiality and information sharing</li> </ul>
<b>EMOTIONAL AWARENESS</b>	<ul style="list-style-type: none"> <li>• Aware of the range of emotions in self and others.</li> <li>• Demonstrates empathy for the concerns of others.</li> </ul>

	<ul style="list-style-type: none"> <li>• Listens to and understands directly and indirectly expressed feelings.</li> <li>• Encourages others to express themselves openly.</li> <li>• Manages strong emotions and responds in a professional and considered way.</li> <li>• Shows respect for others' feelings, views and circumstances.</li> <li>• In highly stressful situations keeps own feelings in check, takes constructive action and calms others down.</li> <li>• Has a range of mechanisms for dealing with stress, can recognise when to use them and does so.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Awareness of inclusion issues, particularly around disadvantaged groups.</li> <li>• Ability to travel across the Trust in agreement with line manager</li> <li>• Satisfactory Enhanced Disclosure and Barring Service (Criminal Record) check</li> <li>• Able to challenge poor practice and recognise good practice.</li> <li>• Values diversity and equality.</li> <li>• Good time manager.</li> <li>• Flexibility in respect of working pattern.</li> <li>• The role requires you to be mobile throughout a wide operational area including travelling around the county of Kent and beyond to transport children and their belongings and be available to do so in an emergency. You should note that public transport is rarely a viable option as your role will involve you transporting people and equipment to venues in very rural areas, often with limited public transport.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>