

JOB DESCRIPTION

POSITION: PRACTICE MANAGER
DIVISION: CHILDREN'S SERVICES
BUSINESS UNIT: REFERRAL & ASSESSMENT SERVICE
REPORTS TO: TEAM MANAGER
RESPONSIBLE FOR: SOCIAL WORKERS
GRADE: 11

1. JOB SUMMARY

- 1.1 To provide casework management to Social Workers in the delivery of assessment work and case planning within the Children's Referral and Assessment Service.
- 1.2 To be responsible for the professional supervision and development of staff within the Referral and Assessment Service.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1 To be responsible for the professional supervision, guidance, reflective practice and support to social work staff involved in assessment work and any other relevant activities with in a Referral and Assessment service.
- 2.2 To contribute to the operational leadership and delivery of a 'front line' Referral and Assessment duty service.
- 2.3 To be available to provide case work management and individual support to other staff across the service when other managers are not available.
- 2.4 To be responsible for the Performance Management of social work staff including training and development plans, review and annual performance appraisals.
- 2.5 To operate team workload management systems including the use of management information to ensure that prioritising of case work allocation, and the completion of assessments are balanced against timely interventions to keep children including unborn children safe and protected
- 2.6 To participate and contribute to the Leadership and Development of the Referral and Assessment Team and Service through service and business planning.

- 2.7 To hold responsibility and be accountable with the Team Manager in providing leadership and decision making for the delivery of a social work service provided by individuals, teams and the service.
- 2.8 To act on behalf of the service in providing management representation at court, child protection conferences, planning and review meetings.
- 2.9 To chair multi-agency meetings as required to determine service delivery and the allocation of resources e.g. strategy meetings and planning meetings.
- 2.10 To hold responsibility for the management of delegated budgets and to be capable of tracking packages of support linked to individual line management of casework.
- 2.11 To confidently liaise with senior officers of other council departments, partner agencies, voluntary and statutory bodies, service users and their representatives.
- 2.12 To use specialist knowledge to participate in developing practice initiatives at team, service and business levels.
- 2.14 To be responsible for the inputting, updating and the completion of electronic case recording.
- 2.15 Any other duties appropriate to the post and grade including deputising during the absence of the team manager.

SPECIAL CONDITIONS OF SERVICE:

- This post is open to job sharing.
- Owing to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended pursuant to Section 4(4) of the Rehabilitation of Offenders Act 1974. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

- The post holder will be an employee of the local authority Children's Services department but will be appointed directly to the Youth Offending Team.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Must undertake the duties and responsibilities of the post with due regard for the Council's Equal Opportunities Policy, Standing Orders Code of Conduct and other policies and procedures
- Must have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Must carry out the duties and responsibilities of the post, in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- The post holder is required to uphold the Article 12 of the UN Convention on the Rights of the Child which states the right of any child or young person to be consulted in decision making.

PERSON SPECIFICATION

Post: Practice Manager

KEY:	D Desirable	I Evaluated at interview
E Essential	A Application	T Subject to test

SELECTION CRITERIA

The following details the criteria, which will be used to select the candidate(s) for the post. Candidates are advised that those criteria marked with an (A) will be used at short-listing to select applicants for interview, it is therefore necessary that these are addressed in your application.

Some elements of personal competencies of short-listed candidates will be assessed by participation in assessment centre exercises, where appropriate.

QUALIFICATIONS / EXPERIENCE:

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|---|--|--------------|
| 1 | To hold a recognised social work qualification and be registered with the General Social Care Council. | E/A/I |
| 2 | To have extensive experience of utilising a range of social work skills, at post qualifying level with a local authority, or other recognised equivalent agency. | E/A/I |
| 3 | Experience of holding a caseload that has included child protection and court work, in circumstances where issues are complex and in dispute. | E/A/I |
| 4 | Experience of preparing reports and presenting these in a formal setting. | E/A/I |
| 5 | Experience of financial management in a social work setting. | E/A/I |
| 6 | Experience of determining priorities in the implementation of a social work service. | E/A/I |
| 7 | Experience of applying the principles of equal opportunities in social work practice. | E/A/I |
| 8 | Experience of undertaking complex assessment work in a statutory setting. | E/A/I |

9 Experience of being able to manage and operate within a 'front line' Referral & Assessment duty service. **E/A/I**

10 Experience in chairing strategy, professional network meetings or representing the Council as an operational Manager. **E/A/I**

KNOWLEDGE:

11 Knowledge of key legislation central to the implementation of a professional social work service. **E/A/I**

12 Knowledge of the functions of Social Care department and related agencies. **E/A/I**

13 Knowledge of methods to assess performance, and the achievement of targets in social work practice. **E/A/I**

14 Knowledge of linking staff training and development, to service planning and priorities. **E/A/I**

15 Knowledge and understanding of the importance of performance management, and the use of management information systems in operational management. **E/A/I**

16 Interpersonal **A/I/T**

Influencing and Negotiating
Interpersonal Relationships
Oral Communication
Written Communication

17 Reasoning **A/I/T**

Analysis and Judgement
Decision Making
Scheduling and Prioritising

18 Orientations **A/I/T**

Customer Orientation
Change Orientation
Commitment and Resilience
Personal Integrity
Self Development