**Job Description**

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| Job Title: P&EI Senior Practitioner |
| POSCODE: CCC2646 |
| Grade: P2 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Prevention &Early Intervention is about helping people to remain independent living in their communities, providing information and support to enable them to do things for themselves rather than having things done for them. The P&EI Team is a multi-disciplinary team working together to provide timely and focused support to improve their quality of life, supporting people, carers, and families to take control of and make well-informed choices about their or their family members’ care and support.

Responsible for the clinical oversight and management of referrals into the Prevention and Early Intervention Services via the Hub, including adult early help, reablement and front of house social work teams. Ensuring the most appropriate service is provided in line with criteria, to meet the needs of the people who require early intervention, supported by short term care support including appropriate equipment and assistive technology to improve and recover independence.

Working collaboratively with colleagues across the health and social care sectors to develop procedures and processes and systems and manage staff that will ensure effective and efficient service delivery, ensuring compliance with Care Quality Commission (CQC) regulations, Care Act and Cambridgeshire County Council (CCC), policies and procedures.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | Take a lead role in the development of quality assurance systems within the team, ensuring the team achieve the Performance Indicators and Quality Assurance standards.  The Senior Practitioner will need to manage Referrals through the PEI Hub ensuring timescales are met and triage decision are within current criterias and specifications. |
|  | Contribute to the effective management, development and delivery of quality prevention and early intervention services and functions, that ensure quality assurance of the services provided. Seeking feedback and ensuring development of services in line with policy. |
|  | To provide professional leadership in situations which have highly complex case arrangements for assessment and support planning in situations which involve risk, complexity and safety of the service user and others.  To provide written and verbal reports which are concise, informative, and based on analysis of complex evidence. |
|  | Assess and balance risk and protective factors within a safeguarding framework.  Case manage and undertake proportionate assessment and effective risk management of complex situations, understanding when to take positive risks as appropriate. |
|  | Lead, manage and take responsibility for professional development and training needs of direct reports through appropriate training, mentoring and supervision.  To lead the induction of staff including but not limited to, Social Workers, Hospital Liaison Coordinators and Reablement Liaison Officers.  To contribute to the development of integrated services and policy and to promote new ways of developing service user and carers care, taking account of national initiatives and performance indicators. |
|  | To represent Cambridgeshire County Council in multi-agency networks, working jointly with them in assessing, planning and implementing integrated care to promote independence and choice, admission avoidance and facilitation of discharge.  Promote, and be an ambassador for Prevention & Early Intervention services to individuals, partners and other stakeholders.  Work in partnership with other organisations, such as hospitals, NHS staff, CPFT and Voluntary organisations at a managerial level to achieve positive outcomes for service users and carers. |
|  | Maintain and update knowledge regarding policy and practice and be fully informed of organisational policy and procedures and relevant legislation, acting as a resource for the team and helping to develop others.  To take a key role in promoting and developing service user empowerment and recognise diversity and anti-discriminatory practice in all professional practice in the team.  To take responsibility for own professional development and record CPD.  Promote, and be an ambassador for Prevention & Early Intervention services to individuals, partners, and other stakeholder. Providing Clinical Support to those within PEI services. |
|  | Carry out duties in a timely and responsive manner, in line with CCC Standards, the Professional Capability Framework and CCC’s behaviours – working together, integrity, respect, excellence.  Keep and maintain accurate service user records, in line with professional requirements and departmental recording methods.  Acts as an ambassador for the profession internally and externally.  To be aware of the responsibilities to maintain a safe and healthy environment for visitors and staff. |
| 9. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | | **Subject** | | | **Essential/**  **Desirable** | |
| Degree level Qualification | | Social Work or Occupational Therapy | | | **E** | |
| Professional Registration | | Current Social Work England or HCPC Registration | | | **E** | |
| Qualification | | Recognised Management Qualification | | | **D** | |
|  | | |  | |
| **Knowledge & Experience** | | | | |
| Proven knowledge, experience and understanding of needs of vulnerable adults and their carers including environmental factors and risk and protective factors | | | **E** | |
| Proven previous experience of summarising, analysing, and evaluating complex information | | | **E** | |
| Knowledge of relevant safeguarding legislation, statutory guidance, and procedures. | | | **E** | |
| Knowledge of the personalisation agenda – applying creative problem solving to maximise independence. | | | **D** | |
| Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and Equal Opportunities | | | **E** | |
| **Skills & Abilities** | | | | |
| Ability to write concise reports and have excellent verbal communication skill | | | **E** | |
| Ability to create a rapport and build relationships with clients and their families | | | **E** | |
| Ability to prioritise tasks, manage own workload and be accountable for case work | | | **E** | |
| Able to work with a person centred, strengths-based approach | | | **E** | |
| Ability to operate in a fast pace, changing environment | | | **E** | |
| Ability to actively support and promote Equal Opportunities | | | **E** | |
| To be able to thrive in a complex and demanding environment | | | **E** | |
| Excellent communication and negotiation skills including the ability to deal with complex issues in a sensitive and appropriate manner. | | | **E** | |
| Ability to lead and direct team members regarding professional practice | | | **D** | |
| Excellent IT skills and ability to use a variety of IT devices, systems, and databases. | | | **E** | |
| Ability to work from a variety of locations and travel countywide. | | | **E** | |
| **Experience** | | |  | |
| Experience of working as part of a multi-disciplinary team. | | | **E** | |
| Committed to the principles of Transforming Lives. | | | **E** | |
| Experience of identifying and assessing need, formulating, and implementing effective interventions. | | | **E** | |
| Experience of using information management systems to produce good quality data in a variety of formats. | | | **D** | |
| Experience of negotiating to reach a resolution. | | | **E** | |
| Experience of successfully effecting change. | | | **E** | |
| Broad range of experience in multi-agency working. | | | **E** | |
| Experience of line managing and supervising staff, including performance management. | | | **D** | |
| **Other Requirements** | | |  | |
| Equality, Diversity, and Inclusion (applies to all roles. | | Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role. | | |
| **Safeguarding** (*include for roles working with children/vulnerable adults)* | | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of young people/vulnerable adults. | | |

**Disclosure level**

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| What disclosure level is required for this post? | None | Standard |
| Enhanced | **Enhanced with barred list checks** |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |