CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Adult and Community Services** | **SERVICE GROUP: Mental Capacity Act (MCA) Service** | |
| **POST TITLE: Advanced Practitioner – Mental Capacity** | **REPORTS TO: Team Manager Mental Capacity Lead** | |
| **GRADE: PO3 SCP 39-40 (plus up to 2 increments subject to BIA and AMHP status)** | | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | |
| Contribute to the provision of Social Care Services in the Community and other settings.  Provide an effective social work service including assessment, case planning and reviews, that uphold human rights with the Mental Capacity Act 2005 at the heart of Policy, practice and procedures.  To further strengthen our social work practice by leading on our work in upholding the rights of people who living in the community and are at risk of a deprivation of liberty. | |
| **Main Responsibilities of Post:** | |
| 1. Have their practice recognised as exemplary, and provide leadership and professional wisdom to their colleagues and other professionals for work in situations of high complexity. To work directly with people who use services, and those who care for them, as well as families and communities. To provide constructive challenge to enhance practice, procedures and policies, promote innovation, and introduce new ways of working from recognised sites of excellence. Will contribute to the development of knowledge and promotion of excellence in their field using evidence-informed practice. Will make use of sophisticated, critical reasoning and both model and facilitate reflective and evidence-informed practice.  2. Undertake complex assessments where the degree of risk to the person’s human rights, specifically under ECHR Article 5 and Article 8, requires greater volumes of experience and expertise.  3.Engage effectively with situations requiring the most complex and challenging multi agency input, complex family organisational dynamics, multiple problems/disadvantages, multiple significant risk factors, the need to take into account the Public Interest.  4. Investigate complex abuse allegations, within West Yorkshire Safeguarding procedures.  5. Prepare and present cases to the Court of Protection under the Re X procedures or to a full hearing in consultation with the Councils Legal Services where a person is at risk of being deprived of their liberty whilst living in the community in Supported Living, Shared Lives or their own homes.  6. Make recommendations in respect of and use appropriate legal options and provide advice and direction to colleagues.  7. Accept responsibility for service users and ensure assessments, planning and reviews of such cases are delivered to the desired standard and at defined intervals.  8. To facilitate training, professional development and other learning opportunities for less experienced Social Work staff, on the basis of own expertise, promoting best practice and improved outcomes for clients.  9. To act in accordance with the priorities and policies of the Department and provide support to Team Managers to ensure these are met. Day to day professional support, direction and advice to colleagues and formal clinical supervision of selected staff, for example the co-working of cases, chairing of case planning meetings, consultation, coaching and mentoring.  10. Work in partnership with other agencies and organisations in line with the responsibility outlined above in order to fulfil the provisions of a Social Work Service. Chair and lead a range of meetings at an appropriate level.  11. To assist colleagues in promoting, developing and maintaining practice to the highest standard. To support and undertake discrete assessments or other tasks in respect of cases held by other staff as appropriate.  12. Facilitates maximum consultation with and participation of service users.  13. Act as a member of a professional or Service Planning Group  14. Take part in continuous professional development opportunities including regular supervision and appraisal in line with registration and HCPC standards; and undertake advanced learning throughout the Department.  15. Provide/offer expert opinion within the organisation and others as a result of developing expertise in one or more areas of practice. Produce high quality assessments, accurately assessing and managing the highest level of risk and complexity.  16. Provide support across the workforce on Mental Capacity Act. | |
| **Structure:**  Principle Social Worker  Team Manager  Mental Capacity Lead (Community)  **Advanced Practitioner – Mental Capacity Lead (Community)**  **Advanced Practitioner – Mental Capacity Lead (Community)**  **Advanced Practitioner – Mental Capacity Lead (Community)**  **Advanced Practitioner – Mental Capacity Lead (Community)** | |
| **Special Knowledge Requirement: Will be used for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower threshold level – where the person is able to demonstrate that they can during the interview:  a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to.  b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves.  or the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:  a) Can express themselves fluently and spontaneously , almost effortlessly  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | X |
| Demonstrate the ability to safeguard human rights and promote the well being of Adults i.e. understanding Article 5 and Article 8 ECHR rights, recognising and responding within the legal framework of the Human Rights Act to enable risks and emotional resilience, reflecting and making informed judgments and acting within local procedures, arrangements and others roles. | X |
| Demonstrate how to put person – centred values into practice in a way that promotes the values of individuals and to plan for their future well-being and fulfilment. | X |
| Carry out effective communication and engagement with adults and carers, ie building trust and establishing relationships to meet their cultural, religious, language and health needs | X |
| Uphold the 5 statutory principles of the Mental Capacity Act 2005 taking all practicable steps to ensure peoples wishes feelings and beliefs are upheld in support planning and decision making. | X |
| Able to interpret, understand and apply Equality and Diversity legislation in establishing best practice both at work and in relation to the community, challenging bias, prejudice and intolerance. | X |
| Able to carry out effective partnership working ie working with others within the service and external partners to put adults and carers at the heart of decision making. Communicating well, sharing appropriate, succinct, objective information and analysis to aid joint decision making. Being proactive, persistent and prepared to challenge and be challenged. Knowing your responsibilities and others roles and effectively applying joint procedures | X |
| Be able to manage risk and undertake risk assessments to support service user safety | X |
| Demonstrate an understanding of the duties and responsibilities that underpins the work of Adult Services in particular the Mental Capacity Act and the European Convention on Human Rights | X |
| Able to gather and share information appropriately to ensure that people’s rights are upheld including the Data Protection Act, distinguishing fact from opinion, appraising information and identifying gaps, being open and honest about information sharing with adults and carers and writing reports clearly and ethically. | X |
| Able to work with service information systems e.g. EMS, AIS, ESS, demonstrating an understanding of Data Protection Act and rules governing confidentiality in relation to ICT. | X |

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| **Relevant experience requirement: Will be used for shortlisting** |
| A minimum of 2 ½ years experience working as a Social Worker |
| Best Interest Assessment (BIA) |
| Technical knowledge about the Deprivation of Liberty Safeguards |
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| **Relevant professional qualifications requirement: Will be used for shortlisting** |
| CQSW/CSS/DIPSW B/MA in Social Work  Best Interest Assessor  Registered with the Health and Care Professions Council. |
| **Core Employee competencies at manager level to be used at the interview stage.** |
| **Carries Out Performance Management –** covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately and at a high standard. |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. |
| **Management Competencies: to be used at the interview stage.** |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. |

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| **Working Conditions:** | | |
| The postholder will work in line with the CBMDC New Ways of Working policy.  Must be able to work evenings, weekends and bank holidays as required by the needs of the service.  The normal pattern of working would be five days over a seven day period.  This does not apply to those staff employed prior to 1 April 2014.  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | |
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| **Special Conditions:** | | |
| The postholder will hold a current driving licence.  Provide a car for use at work (unless a disability prevents this) and *be* appropriately insured (e.g. business use). This does not apply to those staff employed prior to 1 April 2014.  Maintain professional registration and meet the HCPC duties of standards of conduct, performance and ethics.  No contra-indications in personal background or criminal record indicating unsuitability to work with vulnerable adults/young people/ /finance. Due to the nature of the post a DBS check will be required. | | |
| **Compiled by:**  **Date:** | **Grade Assessment Date:** | **Post Grade:** |