



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**

Standard Template

<b>JOB TITLE:</b>	Senor Practitioner (Housing & Homelessness)		
<b>GRADE:</b>	G10	<b>SERVICE AREA:</b>	MHJ Housing & Welfare
<b>JOB CODE:</b>	HI342SENP10 JE Checked 17/08/2021		
<b>REPORTS TO:</b>	Team Manager/Advanced Practitioner	<b>LOCATION:</b>	To be advised
<b>SPECIAL CONDITIONS:</b>	<p>Registered as a Social Worker with Social Work England</p> <p>Ability/willingness to travel from location to location.</p> <p>Some working outside normal office hours will be required.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</p> <p>Knowledge of Welfare Benefits and Housing essential</p> <p>Enhanced DBS required</p>		

**1. Main purpose of the job role:**

As a member of a multi-skilled team, be responsible for meeting the assessment, care management and support needs of adults in accordance with the Care Act and relevant policy and procedures. It will be primarily working alongside the MHJ Housing and Welfare area of work to support the most complex individuals in the community.

**2. Role specific duties and accountabilities:**

1. To undertake assessments and practice in a way that promotes self-determination, independence and empowerment, that builds upon individual and community resilience to support social inclusion and community integration of rough sleepers and those experiencing homelessness.
2. Understand the challenges of vulnerability as defined by the Housing Act 1996 and case law with the duty of the Care Act 2014 to assess anyone who appears to have care and support needs.
3. Where housing is part of the solution to meet care and support needs you will assist and contribute to setting up the service users personal housing plan and link in the support element to meet the housing requirements in line with current housing legislation as defined in the Housing Act.
4. Promote people's rights to autonomy and self-determination, supporting, challenging and guiding others as appropriate

5. To include carer's and advocates (where appropriate) while you are working with service users who will often have chronic ill health, substance misuse, mental health including suicidal ideation, in the assessment of strengths, individual needs with a view to achieving independence and positive outcomes.
6. To act as the primary point of contact for care arrangements in respect of designated service users, working in accordance with agreed joint policies and procedures.
7. To monitor and evaluate the aims and objectives of proposed interventions.
8. To identify unmet needs and to record on departmental information systems in ASC it's Mosaic and in Housing, Abritas, Civica & Northgate (where appropriate)
9. To support customers help claim entitlement to benefits. This will include assistance with Universal Credit claims; for non means tested disability benefits, assistance with completing applications for the Personal Independence Payment.
10. To produce care and support plans, and agree any relevant budget spend and/or resource allocation (with ASC and partners as necessary).
11. Review care and support plans to ensure their effectiveness in terms of outcomes within the principles of best value.
12. Making safeguarding personal to identify risk, abuse, neglect including self-neglect and protective factors. Develop plans for managing and addressing risk, to ensure effective safeguarding and positive outcomes for service users.
13. To work with individuals making unwise decisions, with a view to minimising any risk of harm.
14. To work with people who have No Recourse to Public Funds (NRPS) who find themselves living on the streets. Understand how this may be overcome when this group are seeking assistance for housing or require care needs.
15. To model best practice, provide or seek out expert professional social work/legal advice, applying human and civil rights understanding in complex situations where there are competing issues.
16. To be able to model effective engagement with a wide range of people in challenging situations, and support others to develop and maintain effective engagement, including in difficult situations of hostility and risk.
17. To develop and maintain a network of internal and external colleagues, with whom to seek and share advice, expertise and new developments in social work.
18. To maintain effective relationships with others and to undertake joint work with other professionals in the completion of tasks, initiating, where necessary, multi-disciplinary meetings for the co-ordination of complex care arrangements.
19. To work pro-actively with housing officers in the pursuit of housing of rough sleepers and ensuring relevant external organisations eg Mental Health are involved where appropriate.
20. To provide and ensure that the quality of service provided meets agreed quality standards.
21. To review supported living providers to ensure that they are delivering and meeting the needs of the service user in line with the support plan when making a placement.
22. Contribute to the development and implementation of procedures that are fit for purpose, enhance best practice and contribute to better outcomes for service users.
23. To record all work undertaken and prepare reports/assessments, care plans, reviews and case records in line with relevant standards/policies and procedures.
24. To act as duty officer for the team as required.
25. To provide consultation to others in relation to your area of practice.
26. To take responsibility for seeking, planning and undertaking ongoing professional development and use diverse platforms and opportunities within and outside my organisation/work setting. (supported by the service)
27. To participate in local planning groups/local practitioner groups etc.
28. To initiate group and community projects in the area.
29. To serve on ad hoc bodies/working parties relevant to your role.

30. To adhere to the code of conduct as defined by the regulatory body, and the Council, and practice in accordance with BASW professional competence framework for Social Workers
31. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Senior Practitioner (Housing & Homelessness)	GRADE G10	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Excellent communicator (written and verbal).	I	3
Demonstrate skills of assessment, research and analysis.	I	3
Ability to take responsibility for planning and managing an individual workload.	I	3
Ability to record work appropriately, prepare reports as required and keep clear and concise case notes	A/I	3
Ability to use IT equipment as required within the context of the role	A/I	2
Ability to link research and practice.	I	2
Ability to assess and record eligible and non-eligible needs, drawing on evidence based practice to inform your response	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Experience of working in partnership with other agencies/disciplines	A/I	2
Experience of devising Individual support packages for vulnerable adults with complex needs	A/I	3
Demonstrate an understanding of the need to respond proactively to customer feedback including learning from complaints/compliments.	A/I	3

Demonstrate knowledge & skills of Risk Management & positive risk taking	I	2
Involvement in multi-agency work.	I	2
Experience of Social work assessment, case management & Safeguarding	I	3
Promotes independence and community based solutions.	I	2
Able to demonstrate a sound knowledge of the Care Act & relevant legislation.	A/I	3
Able to demonstrate knowledge of the Housing Act 1996	A/I	2
Demonstrate an understanding of needs of vulnerable adults	I	3
Understanding of Welfare Benefits	A/I	2
Evidence of continuous professional development (where applicable)	A/I	3
Evidence of commitment to working in an anti-oppressive/anti-discriminatory manner.	A/I	3
Working with vulnerable adults and or children within a health and social care setting.	I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree in Social Work or equivalent	A	
Current registration with Social Work England	A	
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Bernard Cysewski	<b>Date:</b> 05/03/2021