



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Advanced Practitioner – Adult Social Work and Policy Development		
<b>Department:</b>	Health & Social Services	<b>Section:</b>	Social Services
<b>Reports to:</b>	Head of Social Services		
<b>Grade:</b>	Falkland Islands Government Grade – C	<b>Job Code:</b>	203AC2

## Job Purpose

- To be the lead in the team in relation to adult social work
- To create the necessary policies and procedures to support the professional development of Adult Services in line with the local legal framework
- To develop policies and procedures to support work with children and families in line with the local legal framework
- To undertake statutory work with children and families as required
- To undertake assessments of need in line with current practices
- To ensure that service users have up to date care plans that meet their needs effectively.
- Managing interagency and partnership working processes between service users, carers, relatives, and other professionals
- Supervision of social work assistant and social workers
- To contribute to MDT discussions including those related to hospital discharge and admission

## Main Accountabilities:

### Casework

- Manage an allocated caseload appropriate to the extensive experience of the Social Worker to include complex assessments
- Work within the Falkland Islands Governments policies, procedures and good practice guidelines in order to meet the needs of vulnerable adults and children within the Islands.
- Work with adults, children and their families, carers and communities to help them make informed decisions, engender change enabling them to clarify and express their needs and contribute to service planning.
- Maintain up to date case notes and other records and managed within agreed timescales.
- Write reports, including court reports, and give evidence in court.



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<b>Job Title:</b>	Advanced Practitioner - Adults
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## Main Accountabilities: *(continued)*

### Casework *(continued)*

- Ensure the supervisor is kept fully apprised of problems arising from cases or work load and to seek advice as and when necessary.
- To chair adult safeguarding strategy meetings and attend multi agency meetings where appropriate
- Monitor and assess risk and ensure information about risk is escalated to managers in a timely manner.
- Develop and maintain positive working relationships with service users and other professionals.
- Where appropriate act as the duty worker for the team responding to queries and issues
- Act as lead professional for adult safeguarding cases and complex cases
- Provide formal supervision, advice and support to the Social Work Assistant and Social Workers to ensure that effective and sound decisions are made.
- To manage systems that ensure risks to vulnerable children and adults are minimised
- Ensure that a focussed service is provided, monitor and resolve service user problems and improve satisfaction of outcomes
- To work with managers to continue to develop good working relationships with partner agencies including health services, education and Police to provide service users with an integrated service.
- Support team members to identify and direct in complex cases and involving safeguarding,
- To employ best practice in cases regarding mental capacity within the local legislative framework.

### Learning & Development

- Keep up to date with contemporary issues in Adult social work including legislation and evidence-based practice and use this to inform working practice.
- Use supervision to reflect on cases, and put learning into practice.
- Identify own individual learning needs in line with the requirements of the Professional Capabilities Framework for an experienced social worker and attend relevant training and development opportunities.



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<b>Job Title:</b>	Advanced Practitioner - Adults
<b>Main Accountabilities: <i>(continued)</i></b>	
<b>Lead Professional</b> <ul style="list-style-type: none"><li>• Develop policies and procedures for both Adults and Children's services that are in line with the legal framework</li><li>• Liaise with colleagues in own and other directorates and external agencies to gather information to inform assessment and care planning activities, jointly plan and deliver interventions.</li><li>• Provide constructive challenge to enhance practice, procedures and policies, promote innovation, and introduce new ways of working.</li><li>• Lead and monitor multi-agency actions and objectives.</li><li>• Provide leadership and professional wisdom to colleagues and other professionals for work in situations of high complexity.</li><li>• Provide professional supervision to Social Work Assistants and Social Workers.</li><li>• Model and facilitate reflective and evidence-informed practice, contributing to the development of knowledge and promotion of excellence in the field.</li><li>• Carry out any other duties, commensurate with the post, as may be required for the efficient running of the service.</li></ul>	
<b>Scope</b> <ul style="list-style-type: none"><li>• Works within the parameters agreed with the Head of Social Services for a specific piece of work.</li><li>• Requires awareness of budgetary limitations to ensure the correct permissions are sought for any proposed expenditure.</li></ul> <p><b><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></b></p>	
<b>Additional Information:</b>	
<ul style="list-style-type: none"><li>• Requirement to deputise for Head of Social Services during periods of absence.</li><li>• Participation in the 24 hour on-call service on a rota basis.</li></ul>	



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## **Criminal Record Checks - This post is regarded as a sensitive post**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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<b>Person Specification:</b>	Advanced Practitioner - Adults		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications:</b>			
A degree in Social Work approved by one of the following regulators: <ul style="list-style-type: none"> <li>Social Work England</li> <li>Social Care Wales</li> <li>Northern Ireland Social Care Council (NISCC) - in Northern Ireland</li> <li>Scottish Social Services Council (SSSC) - in Scotland</li> <li>If qualifying after 2013 to have completed and passed the Assessed and Supported Year in Employment</li> </ul>	✓		A
A Post Graduate Diploma or PQ specialist award or have appropriate equivalent experience, (RQF 7 or NVQ 5 equivalent)	✓		A
Best Interest assessor qualification	✓		
Evidence of commitment to CPD as required by HCPC/Care Council	✓		A
<b>Knowledge, Skills and Experience:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Five years post qualifying experience	✓		A/I
Experience of assessing and identifying the needs of adults and establishing targeted planning to meet their needs	✓		A/R
Practical experience producing in depth and analytical assessments for complex cases	✓		A/R
Experience of chairing multi-disciplinary meetings	✓		A/I/R
Experience of undertaking assessments and writing court reports and presenting evidence in court	✓		A/R
Achieving Best Evidence trained and experienced	✓		A
An insight and understanding of the pressures of working in a small community and the professional behaviour required in that context	✓		A/I
Supervisory experience of social workers	✓		A/I
Experience of signing off assessments and supporting colleagues	✓		A/I
Knowledge of adult social work practice issues	✓		A/I/R
Knowledge of social work intervention	✓		I/R
Knowledge and understanding of the assessment of adults	✓		I



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<b>Knowledge, Skills and Experience:</b>			
In-depth knowledge of relevant legislation, regulations, guidance and policies	✓		A/I
Contemporary knowledge of social work applications	✓		I
Ability to use Outlook and a web browser to access information	✓		I
Basic ability to use Microsoft (Word, Excel, PowerPoint, etc.)	✓		I
Good IT skills	✓		I
Proven ability to work effectively as a team	✓		A/I/R
Good organisational and planning skills	✓		A/I/R
Ability to write appropriate reports and keep documents up to date	✓		I/R
Ability to mentor colleagues and develop assessment skills	✓		I
Ability, through reflection, to analyse, interpret and make positive plans	✓		I/R
Think analytically to solve problems and issues, making rational, realistic and sound judgements	✓		I
Strong interpersonal skills, especially in working with clients	✓		A/I/R
Ability to adapt and cope with a changing environment and support colleagues in these circumstances	✓		A/I/R
Ability to manage pressure effectively and cope well with conflict and challenge	✓		A/I/R
Clear personal values in line with those of FIG	✓		I
Able to drive with a full current manual driving licence	✓		A/I
Flexible in the use of time and be prepared to work, sometimes, at times outside the normal working day	✓		A/I
Able to attend meetings and to work in a variety of locations both within Stanley and in Camp	✓		A/I
Experience in an Emergency Duty Team or 'Standby' work		✓	A
Experience of working with adults with disabilities		✓	A

## Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference