# CYNGOR SIR *POWYS* COUNTY COUNCIL

## JOB DESCRIPTION

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| **Position Title:** | **Specialist Continuing Care and Continuing Health Care Practitioner (Children's Services)** |
| **Position Number:** | **CHL6713** |
| **JE Code:** | **HAYCSS140** |
| **Service:** | **Children's Services** |
| **Location/Work Base:** | **Llandrindod Wells** |

this is a flexible worker position and therefore the Council offers opportunity to work in an agile way to include home working

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| **Grade:** | **Grade 12**<br>**Point 33 to Point 35**<br>**£45,529 to £47,665 per annum**<br>**£23.59 to £24.70 per hour** |
| **Contracted hours:** | **37 hours, Permanent** |
| **Reporting to:** | **Senior Manager Care and Support** |
| **Responsible for:** | **None** |

## Summary

**About the role:**
This role provides expert advice and guidance to practitioners and managers across both Childrens and Adults services in line with the Social Services and Wellbeing (Wales) Act 2014. The role embeds best practice through appropriate policy and procedure to enable continuous improvement within the Local Authority.

The role operates in a small specialist team working county-wide and provides support and training to the wider workforce.

**About you:**
You will be:

- Motivated and determined in developing effective working relationships to achieve the best possible outcomes for citizens
- Creative and focussed in developing strengths-based support plans for citizens

- Confident in appraising and analysing complex information to support decision making and dispute resolution
- Able to communicate effectively with citizens, colleagues and partner agencies

**What you will do:**
To work with senior managers across Health and Social Care systems to continue to embed a clear, highly competent and confident understanding and application of Continuing Health Care (CHC) and children and young person's continuing care (CYP CC). In doing so you will engender continuous improvement in service delivery and outcomes for individuals, and their families.

If you have any questions about the role, please contact:
**Louisa Rawstron**
recruitment@powys.gov.uk

**Your responsibilities will be:**

1. To act as an expert in Continuing Health Care and Children and Young Person's Continuing Care, providing clear advice and guidance on all related matters to managers and staff working across the Council, to enable the effective and efficient delivery of CHC and CYP CC applications.

2. To have a detailed understanding of, and ability to apply, the legislation in relation to CHC and CYP CC, both in Wales and more widely across the UK as it affects Adults and Children's Social Services and Health Partners to support citizens, mitigate risk and ensure we meet our statutory responsibilities.

3. To provide professional challenge and scrutiny on behalf of, and within the Council, in relation to the consideration and application of CHC and CYP CC for Powys Residents.

4. To undertake a practice lead role on behalf of the Council to ensure a consistent approach across the Health and Social Care system, this will include:
    - Facilitating task and finish projects in order to deliver change and improvements
    - Representation at Quality Assurance panels
    - to deliver joint training with partner organisations as the subject matter expert
    - facilitate communities of practice to provide colleagues with opportunity for advice, guidance and reflection
    - to deliver coaching and mentoring to staff to develop their skills and knowledge
    - provide constructive feedback to line managers regarding staff training needs and development identified
    - providing senior management and key partners with suggestions for change and improvements

5. To manage an active caseload alongside the allocated social worker, comprising of those individuals with complex needs in order to support the CHC and CYP CC, Section 117 or other funding streams processes, including fast track applications. This will require you to ensure criteria are met to enable timely decision-making and to advocate on behalf of the individual and challenge poor practice and discrimination or oppression where it is identified.

6. Provide advice and guidance to the allocated Social Worker where this role is not secondary allocated and also in respect of subsequent referrals, such as, to Deprivation of Liberty, Safeguarding, Occupational Therapy, Community Learning Disabilities specialist team etc to ensure timely and appropriate referrals.

7. Ensure case file recording and all relevant documentation is completed in accordance with departmental policy and procedures and relevant legislation to ensure regulatory compliance and accurate record keeping.

8. To work with minimum supervision, with the ability to prioritise own workload often within short and changing time frames. This includes working with national, regional and local guidelines and policies to meet statutory and legislative responsibilities and liaison with other CHC and CYP CC bodies to collaborate in identifying and implementing best practice.

9. To represent the Council at Level 1 disputes, as per standard operating procedures. To do this you will complete a detailed analysis of the case prior to the meeting and utilise the evidence gathered to discuss the case and negotiate an appropriate outcome for the individual and the Council. You will also provide advice, analysis and documentation for Heads of Service and Senior Management in preparation for further dispute meetings (i.e. Level 2 and 3).

10. Liaise with and establish effective interagency relationships to gain the appropriate outcome for the individual, based on evidence-based decisions, in accordance with the relevant legislation, policy and guidance.

11. Collect and analyse data to report to Senior Management on CHC and CYP CC in relation to outcomes, trends and progress. This will serve to inform future practice and policy development.

12. To prepare and actively participate in regular supervision and undertake continuous professional development to ensure skills and knowledge are maintained and developed in accordance with best practice.

## DBS:

This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with vulnerable adults.

If the role has access to government databases a BPSS check may be required - Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position may have a requirement for a Baseline Personnel Security check (BPSS).

## Health and Safety Statement:

- To co-operate with their employer and follow health and safety advice and instructions
- To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

## Equalities Statement:

- To abide by the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy
- To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

## Welsh Language Requirement:

- Welsh language skills are desirable

**NOTE;**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

# PERSON SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

## Experience

### Essential

- Previous experience of working with adults or children and their carers
- Experience of undertaking assessments of need and identifying and managing risks.
- Experience of successfully managing complex casework
- Experience of working across the range of health and social care settings

### Desirable

- Experience of mentoring and/or coaching
- Experience of liaising with multi-agency partners across a regional and local level
- Experience of developing and implementing training regarding practice standards

## Knowledge

### Essential

- Understanding of the needs of all individuals whatever their assessed need, age or stage of life
- Understanding of safeguarding for Childrens and Adults
- Knowledge of current legislation, national guidance and best practice relevant to the post
- Understanding of continuing health care and children and young people's continuing care
- Knowledge and implementation of the Mental Capacity Act 2005
- Knowledge and implementation of UK General Data Protection Regulations and Data Protection Act 2018

### Desirable

- Knowledge of current research and ability to transfer into practice

## Qualifications and Training

### Essential

- Appropriate health, occupational therapy or social work qualification (i.e. Degree in Social Work, Degree in Occupational Therapy)
- Registration as Social Worker, Occupational Therapist or Health Practitioner
- Commitment to undertake any additional qualification(s) relevant to this post

### Desirable

- Post-graduate qualifications relevant to this post

## Personal Qualities

### Essential

- Ability to work on own initiative
- Promote equal treatment and social inclusion of all citizens through a commitment to equal opportunities and non-discriminatory, non-oppressive practices
- Recognising that citizens who require care and support are the experts in their own lives
- Being respectful when communicating with and about citizens

## Skills

### Essential

- Ability to work with minimum supervision and independently prioritise and manage workload
- Ability to build effective relationships and resolve disputes with partner agencies
- Ability to communicate effectively both verbally and in writing
- Ability to use the suite of Microsoft products and learn the use of bespoke ICT systems
- Excellent organisational, time management and administrative skills
- Commitment to the principles of confidentiality
- Ability to apply guidance and legislation to casework and provide effective representation to partners
- Ability to make and act upon sound professional judgement

### Desirable

- Ability to undertake research and share findings

## Other Requirements

### Essential

- Current driving licence and the ability to travel extensively around the county.

### Desirable

- Welsh language skills

**Recruiting manager: Rachel Williams, Senior Manager Mental Health and Disabilities**
**Date: February 2025**

**Our values:**

**Professional**
Whatever role we play in the council, we act with professionalism and integrity

**Positive**
We take a positive attitude in all we do

**Progressive**

We take a proactive and responsible approach to planning for the future

**Open**
We keep each other informed, share knowledge and act with honesty and integrity

**Collaborative**
We work constructively and willingly on joint initiatives

## How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

**Top tips**:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

## Next steps

The closing date for applications is 29/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 30/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on TBC

We wish you luck with your application.