

JOB DESCRIPTION



TITLE: Critical Adult Safeguarding Partnership Arrangements (CASPA) Lead Practitioner

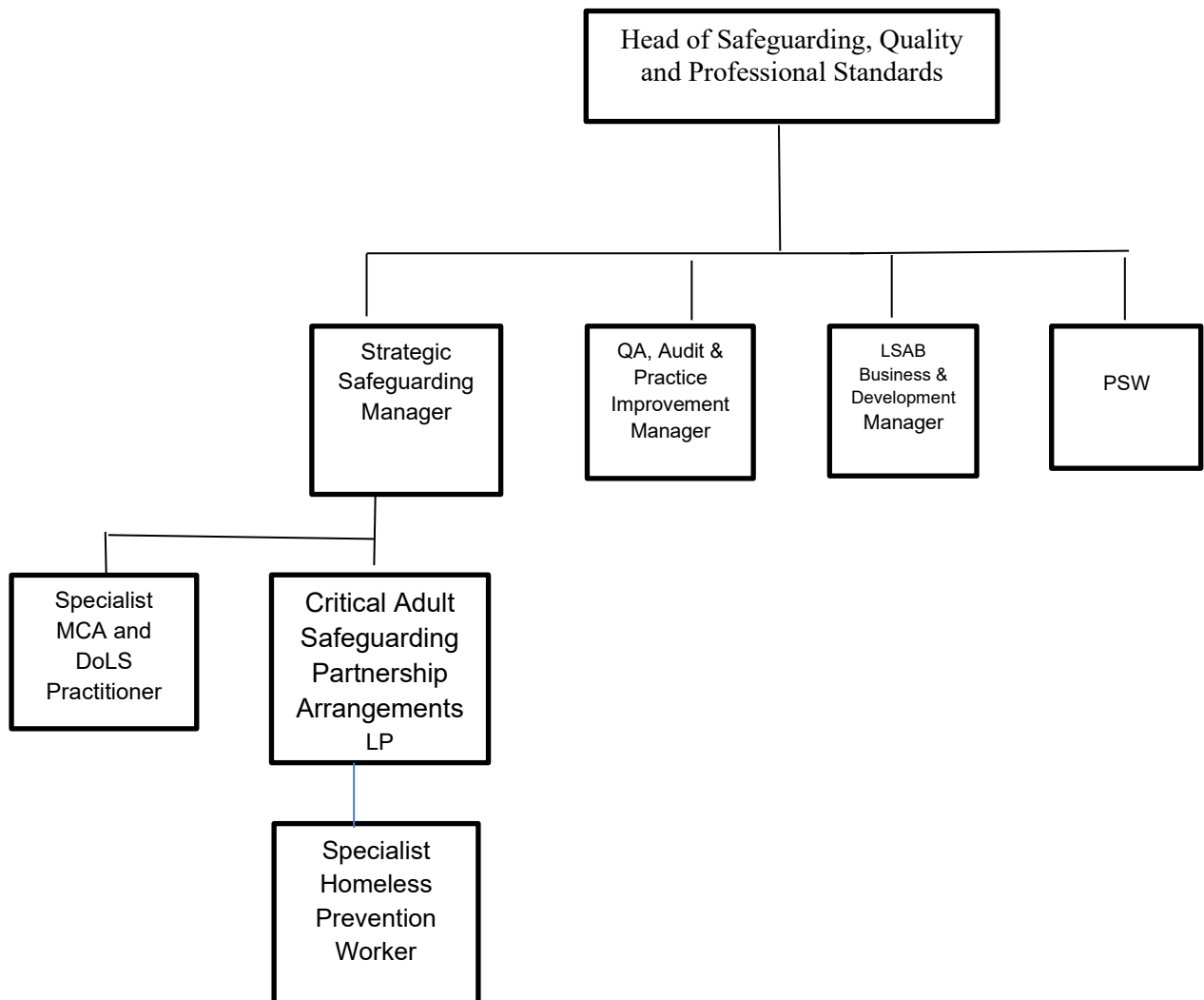
POST NO: PREF106118

DEPARTMENT: Adult Social Care

DIVISION: Population Wellbeing

RESPONSIBLE TO: Safeguarding Integration Manager

GRADE: M2



PURPOSE OF THE POST:

The post is a full time, grant funded position to support the Local Authority to provide multi-agency interventions in the high-risk adult vulnerability in Luton, coordinated through monthly multi-agency meetings.

The post holder will ensure that effective information sharing, and safety planning takes place with all key stakeholders. The Lead Practitioner will Chair the Critical Adult Safeguarding Partnership Arrangements (CASPA) panel meetings and lead associated output, preparing risk assessments and case papers for cases referred to this multi-agency process, obtaining information and engagement from a range of multi-agency partner organisations, acting as the conduit between the CASPA meeting and those organisations identified to manage the cases locally to ensure timely progress and required information sharing. This will also include providing appropriate professional challenge across multi-agency partners as required and escalation to senior management, if necessary, to ensure accurate and timely information is securely recorded and actions completed to pro-actively safeguard the CASPA Cohort and promote CASPA to internal and external colleagues.

The post holder will support coordination and scrutiny of referrals to other complex pathways where risk of homelessness/maintaining housing stability could be a factor. Responsibilities include screening referrals, liaison with business support as required and oversight of related Action Logs and LAS episodes to ensure accountability and due progress is maintained.

The post holder will supervise the Homelessness Prevention Worker (HPW), who operates across Adult Social Care and Rough Sleeping services to support wellbeing by preventing homelessness in Luton. They will oversee the HPW's activities, which focus on empowering individuals to take control of their lives, stay safe, healthy and fulfilled, participate actively in their communities, and access the support required to live as independently as they choose.

Though not the budget holder, the post holder will work with and provide direction to support decision makers across the local safeguarding system to inform evidenced based decision making on the commitment of resources towards risk assessment and risk reduction for adults at risk presenting with complex needs.

The post-holder will work alongside other council services and with external organisations and individuals in Luton and on occasion outside of the Borough; including (but not limited to) Integrated Care Board, Bedfordshire Police, Probation Service, Mental Health services, Cambridge Community Services and voluntary organisations to develop and deliver improved integrated and person centred service delivery and promote Making Safeguarding Personal and strengths based practice to improve outcomes for Luton's Adults, Carers and Families.

PRINCIPAL RESPONSIBILITIES:

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| 1. To Chair, organise and facilitate the CASPA monthly meetings in a timely manner, ensuring a suitable venue is booked and that members are informed of dates and times. To represent the rough sleepers' interest at the CASPA, provide supervision to the Specialist Homelessness Prevention Worker (SHPW). | 30% |
| 2. Organising and chairing professional meetings for various CASPA subjects as required, leading case conference meetings where you will initiate, manage and monitor the end-to-end casework process of the team. When required appropriately providing challenge where targets and/or actions have not been achieved by the external partners. To support the Specialist Homelessness Prevention Worker with managing complex cases, liaise with Legal and support the legal process where required, for example undertaking complex mental capacity assessments and court reports. | 20% |
| 3. To develop and maintain effective working relationships with colleagues, across the Council and with multi agency partners to ensure a fully integrated, coordinated service and cross cutting approach to service delivery and improvement. | 10% |
| 4. To assess and analyse the progress of CASPA multi-agency activities identifying key strengths, themes and learning. Lead on designing, producing and delivering a training for multi-agency partners to strengthen the CASPA pathway. Produce a CASPA focused report from the analysis to feed into the SAB annual report and liaise with the Strategic Safeguarding Manager and Principal Social Worker to support delivery of wider multi-agency training initiatives. | 10% |
| 5. Be responsible for maintaining a working relationship with key partners. The post holder will take the responsibility working with different agencies to define and agree the nature, order and timing of multi-agency interventions to meet client needs. | 5% |
| 6. To assist the team, manage casework systems and processes and professionally produce all relevant casework documentation. Manage schedules, Client Action Plans, risk registers and the like to ensure trackable and measurable outcomes. | 5% |
| 7. Complete ongoing risk assessments of each CASPA subject as these are some of our most vulnerable adults in our communities who are at serious risk of harm, exploitation and even death. Oversight of work undertaken by the Specialist Homeless Prevention Worker such as quality assuring LAS reports. | 5% |

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| 8. Ensure that the relevant data is collected so that outputs and outcomes from CASPA can be recorded and accountability to victims and partner agencies is underpinned. Manage, co-ordinate the collection and analysis of multi-agency data including hoarding, homelessness to ensure timely, accurate and consistent reporting. Ensuring that data collected and analysed is fit for purpose to support performance management and enable the production of effective management information for senior managers and stakeholders, including the Luton Safeguarding Adults Board (LSAB). | 5% |
| 9. To liaise with the Communications Team to produce and disseminate publicity materials for the CASPA aimed at professionals. To formulate, review and update the terms of reference and relevant documents as appropriate. Develop and maintain the referral process for CASPA. | 5% |
| 10. To undertake other duties as required such as representing the Strategic Safeguarding Manager at meetings such as LSAB workstreams, conducting multi-agency audits and maintain some case work. | 5% |

DIMENSIONS:

- Supervisory Management: Yes, plus cross agency matrix management of the multi-agency CASPA pathway and process
- Financial Resources: No specific budget management responsibility.
- Physical Resources: Computer, printers and office equipment.
- Working Environment: Town Hall, partner provider sites and some agile working.

CONTEXT:

Adult Social Care exists to promote the independence, inclusion and well-being of all adults with social care needs. It aims to do this by enabling people to:

- Have control over their lives.
- Live safe, healthy and fulfilled lives.
- Have an active role in a stronger and prosperous community.
- Access the support they need in order to be as independent as they choose.

The CASPA Lead Practitioner will work closely with other agencies particularly Health, Housing, Independent Care Providers and the Voluntary Sector. The post holder plays a key role in supervising the Homeless Prevention Worker who operates across Adult Social Care and Rough Sleeping services to support wellbeing by preventing homelessness in Luton and meeting key performance targets. The CASPA pathway is for adults aged 18 and over, who have complex needs involving high levels of risk and multiple intersecting vulnerabilities demanding a specialised approach by undertaking a wide range of statutory work with both Service Users and Carers.

The CASPA pathway is an escalation process to promote the wellbeing and independence of adults and older people in need of care and support and their carers by assessing their needs, promoting enablement and reablement, providing equipment and support and arranging personal budgets or person-centred care services for those with long term needs. This may include adults with complex needs including self-neglect and rough sleeping by working with various agencies and lead professionals to provide appropriate interventions in a timely manner. Service users may include adults with physical disabilities, sensory impairment, Learning disabilities, dementia and related problems and other residents with multiple needs at risk of harm or abuse or neglect, and their carers, in accordance with the statutory responsibilities of the Local Authority, under the care Act 2014. Many adults where the primary need is mental health will have their social care needs managed by the Mental Health Trust on behalf of the Local Authority through delegated arrangements.

The post holder will support and supervise staff working with some of the most vulnerable service users in the Borough and will be expected to work in partnership with a wide range of professionals from other Agencies and Organisations to ensure a seamless, quality service. The CASPA pathway promotes greater integration with health, with closer working with NHS colleagues, Housing, Legal, Environmental Health Services and the Voluntary Sector. The focus will be on promoting independence, enablement and reablement, prevention and reducing the need for intensive expensive services including hospital admissions and long stays in institutional settings.

The job will involve working to policy and procedures of the Council, involvement in high-risk decision making and the exercise of a high level of judgement and personal responsibility for the safety of service users. It also involves chairing multi-agency meetings, providing professional challenge across partners and agencies as required, formulating robust multi-agency risk assessments, working to demanding time scales and escalation to senior managers in a timely manner as needed. The CASPA Lead Practitioner will be aware of and act within the legal framework for Adult Social Care practice and will ensure that case recording and monitoring are maintained at a high level for accountability.

The CASPA Lead Practitioner will be based in Luton Town Hall with some agile working and is managed by the Strategic Safeguarding Manager.

The CASPA Lead Practitioner will need to have proven knowledge of the Care Act 2014 and the Mental Capacity 2005 and familiar with the Adult Safeguarding Policies and Procedures for Luton. They will have experience of working in partnership with statutory, voluntary and charities to support vulnerable adults who have a range of complex needs. The CASPA Lead Practitioner will apply a person-focused, trauma informed approach to provide advice and guidance both face to face and over the telephone to other partner agencies. They will have strong interpersonal, organisational and influential skills and be able to communicate confidently with different client groups and partner agencies.

The CASPA Lead Practitioner will provide a quality front facing service and will need to evidence a high standard of spoken and written English. This is a highly visible post, working to agreed performance targets and service standards.

The CASPA Lead Practitioner will need to use their own initiative.

The CASPA Lead Practitioner will need to organise their own workload and the needs of the service. They are responsible for the robust matrix management of the overall CASPA

pathway. A variety of deadlines will need to be met as and when required and flexible and responsive working will be required.

The CASPA Lead Practitioner will require the skills and abilities to make their own decisions and take full responsibility for them.

DBS

Because of the nature of this job, it will be necessary for the CASPA Lead Practitioner to have a Criminal Records Bureau checks to be undertaken. Therefore, it is essential in making their application to disclose whether they have any convictions, bind overs or cautions and, if so, for which offences. This post will be exempt from the provisions of section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applications are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will results in dismissal or disciplinary action by the Authority. The fact that a bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification CASPA Lead Practitioner

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential **(E)**:- without which candidate would be rejected Desirable **(D)**:- useful for choosing between two good candidates. Critical **(C)**):- Marked **(C)** criteria to be addressed by employees applying under the redeployment policy

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Minimum of 2 years post social work qualifying experience including in-depth experience of: complex case work with different adult client groups, advocacy and user and carer involvement issues, business/ financial management, taking effective action to achieve performance improvements. Applying various legal frameworks to guide complex case management. People management experience including successfully motivating and building a team to consistently achieve and exceed personal and team objectives, including experience of coaching / mentoring, supervision or practice teaching and of working collaboratively with partners. Effectively chairing multi agency meetings and make complex decisions to achieve positive outcomes for people with multiple vulnerabilities.	1,2 1,2	Experience of innovative Service development or project management. Experience of working with adults with sensory impairments Experience of frontline staff supervision and performance management.	1.2
Skills/Abilities	Good English language and report writing skills Ability to set up, develop and maintain partnership operational	1,2,3	Experience of working within the homelessness sector. Knowledge of health and mental health problems,	

	processes enabling staff to maximise service delivery.	1,2	welfare benefits and the role of positive participation in supporting recovery.	
	Effective communication, negotiating, influencing skills, gaining commitment from a wide range of partners	1,2		
	Able to identify barriers to case work progress and bring about positive outcomes in the face of challenging and disengagement behaviours	1,2		
	Ability to prioritise and manage a complex workload, including management of multi-agency actions and accountabilities. Monitor performance against targets and improve service delivery	1,2		
	Ability to work both collaboratively and independently with little supervision.	1,2,3		
	Good numerical skills to evaluate best value.	1,2		
	Ability to apply relevant legislations, models and approaches in complex practice situations.	1,2		
	Ability to gather complex and/or contradictory information from partner agency, assimilate it, critically analyse it from different perspectives and use it to inform decision-making to achieve positive outcomes for individuals.	1,2		
	Ability to use information, expert knowledge and intervention skills from partner agencies in complex practice situations to inform decision making processes.			
	Ability to set up information systems and establish processes and standards for recording			

	information and measuring outcomes. Effectively using Microsoft packages to prepare clear and concise reports for senior management.			
Equality Issues	Demonstrable knowledge and understanding of equality issues and legislation and, in particular, how they impact on service(s) provided and able to integrate equality policies into service delivery.	1,2		
Specialist Knowledge	In depth knowledge and understanding of the Care Act 2014, Mental capacity Act 2005, Mental Health Act 1983, Human Right Act 1998, other legislation and regulation and how to interpret this in a modern context including: • Personalisation • Eligibility criteria • Rehabilitation and reablement • Safeguarding & MCA DoLS • Multi-disciplinary complex case work • CQC Care Standards • Social work theories, models and approaches. • Professional curiosity, cultural competence and humility.	1,2	Rehabilitation knowledge for visually impaired and deaf/hard of hearing people. Some knowledge of current policy developments and relevant research. Knowledge of the needs and culture of different communities in Luton.	1.2 1,2
Education and Training	Qualified Social Worker with current registration with Social Work England (SWE) Significant post-qualifying experience working with adults Relevant specialist training such as one or more of the following: Trauma Informed Care Psychological informed environments (PIE)	1.2, 4	BIA qualified Practice Educator qualification	

	Motivational Interviewing Coaching Reflective listening			
Other Requirements	Ability to take a flexible approach and work proactively.	1,2		
	Ability to travel between sites in Luton and attend national conferences	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2021)