

Job Description and Person Specification

Social Worker (Emergency Duty Team)

A Lambeth to be proud of



Job Title: Generic Social Worker (Emergency Duty Team)

Department: Children's Social Care

Grade: PO4

Reports to: Team Manager

Responsible for: N/A

Context

To be responsible for undertaking all social work on duty cases, or those worked with on a short-term assessment basis.

Job Purpose

1. To participate in a duty rota covering the periods out of office hours, evenings, weekends and Bank Holidays.
2. Ensure risk management and adult safeguarding is effectively embedded within practice and responded to appropriately. Ensure children's safeguarding is effectively embedded within practice and responded to appropriately. Liaise as appropriate with Children's and Adult Social Care Services' taking into account safeguarding procedures.
3. Work jointly with Children & Families Social Care Teams when required to provide joint working arrangements, be aware of Team Around the Child actions, be prepared to lead on such.
4. In professional practice (and that of any supervised staff) promote service user prevention and personalisation, including the promotion of enablement and linking the service user to community-based services that enhance personal wellbeing.
5. Promote the principles of self-directed support and enable service users and their carers to make choices about how their Personal Budget is managed and the services purchased to meet agreed outcomes.
6. Manage own work and the work of others as delegated by the Team Manager.

Responsibilities

7. Act as "Investigating Officer" in designated cases; ensuring that all aspects of the safeguarding process have been carried out and has been appropriately concluded.
8. Be aware of current service's for Victims of Domestic Abuse, work with MARAC and local Independent Domestic Violence Advocates (IDVA) as required. Be mindful of policy and practice relating to Domestic Abuse, Human Trafficking, Forced Marriage, and Domestic Homicide.

9. Carry out any assessments and service user reviews to a high standard and in a timely manner in accordance with procedures reflecting the needs and outcomes of the service user and carer.
- 11 Carry out AMHP duties in a professional manner, ensuring that you take responsibility for, continuing to meet the warranting criteria, attendance at mandatory training, completing Social Circumstance reports in a timely manner & regular attendance on the rota. If requested to do so to take on specific pieces of AMHP related work i.e. Nearest Relative displacement.
- 12 Attend training, across both LBL and SLAM as agreed with Line Manager and if required AMHP Manager.
- 13 To maintain accurate records of all work undertaken on behalf of the Directorate, and to ensure that service users are aware of their right to see such records.
- 14 To ensure that service users are aware of their right to complain about the service they receive.
- 15 To produce case reports and correspondence for a variety of readership, including meetings, conferences, court, other agencies and service users.
- 16 To ensure that all work is undertaken in compliance with policies, procedures, guidance and legislation.
- 17 To ensure that the needs of service users/carers from all communities are addressed, and that close attention is paid to equalities issues in all aspects of work.
- 18 To develop and maintain effective working relationships with other agencies.
- 19 To take responsibility for one's own, and others safety, by ensuring that team members and other staff are not knowingly exposed to risk of violence.
- 20 To attend, contribute and participate fully in supervision, in accordance with the Department's supervision policy.
- 21 Lambeth Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share in this commitment.

PERSON SPECIFICATION

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification	Q1	Professional qualification in social work and must be registered with Social Work England (or any successor body)	✓A
	Q2	Completion of AMHP post-qualifying training.	✓A
Key Knowledge	K1	<p>Knowledge of the Children Act 1989 and other relevant legislation to adult and mental health.</p> <p>Knowledge of child protection policy, procedures and practice.</p> <p>Knowledge of the underpinning legislation for the provision of adult social care services to Vulnerable Adults/ Younger Adults / People with Learning Disabilities / Adult with mental ill-health</p>	✓A
	K2	Knowledge of theory regarding best practice in child and family assessment and planning, and the ability to reference research and theory within own work.	
	K3	Knowledge of social work theories and values, and how to apply these in practice.	
	K4	Knowledge of issues faced by children and families from ethnic minority communities and other minority groups.	✓A
	K5	Knowledge of legislation relating to the social care needs and rights of people with no recourse to public funding.	✓A
	K6	A knowledge of approaches to risk management in social work and social care.	✓A

Relevant Experience	E1	Experience of undertaking assessments of adults with care and support needs, developing care and support plans, identifying risks, and monitoring outcomes	✓A
	E2	Demonstrate post qualifying experience of at least three years of working with children and families or working with adults and mental health services.	✓A
	E3	Equal Opportunities Commitment to implement the Council's Dignity at Work policies. Awareness of Equal Opportunities issues.	✓A
	E4	Experience of leading mental health act assessments .	✓A
	E5	Experience of successfully managing the most complex and challenging cases.	✓A

Aptitude

- Ability to analyse data and formulate plans for intervention and service provision for children and their families.
- Ability to work in partnership with parents, carers, and other agencies.
- Ability to undertake direct work with children, young people, parents and carers.
- Able to work effectively on complex casework, securing positive outcomes for service users.
- Able to offer professional social work opinion based on an evidence based rationale.
- Able to identify risk within individual cases, or that affect a number of service users and apply robust risk management strategies in accordance with local procedures.
- Ability to produce clear, literate and appropriate records, reports and correspondence for a wide range of readership electronically
- Ability to organise own work.
- Ability to recognise the limits of own accountability and responsibility, and to seek appropriate support, advice and supervision.
- Ability to provide supervision and consultation to social workers students or social work assistants.
- An ability to use Information Technology, for recording and reporting on cases.
- Ability to lead on complex and difficult cases independently.
- Ability and confidence to work as a lone worker.

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Core Behaviours		<p>Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.</p> <ul style="list-style-type: none"> • Ensuring anyone who calls me receives the best response that can be given even if it is not my area of work • Being approachable and positive for my area of work and other services • Showing empathy to help people inside the council as well as outside 	
		<p>Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p> <ul style="list-style-type: none"> • Taking ownership of my task, breaking it down, engaging with persons involved, and reflecting if there is a more efficient way of achieving it • Actively engaging in one-to-ones, appraisal process and team meetings • Take opportunities to learn new skills and develop ourselves 	

		<p>Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p> <ul style="list-style-type: none"> • Finding out what other colleagues do and working closely with them • Networking with other teams to seek out mutually beneficial ways of working • Being a good team player and stepping in to assist manager or colleagues during absences 	
		<p>Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	
		<ul style="list-style-type: none"> • Listening for information from my manager and the council that can impact on your work • Sharing and passing vital and new information and reflecting back understanding • Targeting the message to the audience, ensuring that everyone can access the information. 	
		<p>Focuses on Results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service.</p> <p>It's about making the right impact, having the right result and changing things for the better</p> <ul style="list-style-type: none"> • Working with my manager to develop my skills and knowledge • Looking for opportunities to move forward • Getting my work done to the best of my ability with the resources and finances we have 	

Other		Displays capability across the range of domains of the Social Work professional Capabilities Framework and/or the relevant Knowledge and Skills Statements	
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