**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **JOB TITLE** | Social Worker Profile E | | |
| **DEPARTMENT** | People, Communities & Society | **DIVISION/SECTION** | Adult Services, Mental Health & CYPF |
| **GRADE** | Grade 9 (SCP 42 to 46) £38,052 - £41,846 Pro Rota Plus 20% | | |

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| **JOB PURPOSE**  The role of the Senior Practitioner on the Emergency Duty Team (EDT) is to respond to social care emergencies that requires intervention by the Local Authority outside of normal working hours. The core duties include undertaking investigations, assessments and developing time limited plans to safeguard vulnerable children or adults where required. The nature of the work can be complex and fast paced which requires thorough and robust decision making skills. As a qualified and registered Social Worker and Approved Mental Health Professional (AMHP) you will have a broad and detailed knowledge of the legislation that underpins the statutory duties of the Emergency Duty Team. A Senior Practitioner on EDT would be expected to continue to develop professionally, and be accountable for the delivery of, and promote, social work good practice. |

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| **KEY TASKS – Service Delivery & Operational Tasks** | |
| 1. | To screen referrals and undertake investigations and assessments in line the Local Authorities statutory duties. This includes assessment and investigations for vulnerable children, Adults and undertaking assessments under the Mental Health Act. |
| 2. | To maintain records in necessary formats and ensure content by self and team is accurate and personal information is kept confidential. |
| 3. | To prepare, attend and participate in meetings and decision-making forums, for example, Court appearances, Reviews, Panels, Case Conferences or team meetings. To chair meetings as appropriate. |
| 4. | To provide information, data and statistics as required. |
| 5. | To inform managers of service deficiencies or issues interfering with delivering an efficient service, assist to identify and make suggestions for opportunities for improvement. |
| 6. | To act for and advocate on behalf of Service Users, Carers and Families, within the boundaries of corporate and directorate policies. |
| 7. | To develop and maintain appropriate working relationships with partnership agencies, including health and voluntary sector agencies. |
|  | **KEY TASKS - Supervision** |
| 8. | To undertake first line supervision and/or support of staff including checking the quality of work and assisting the Team Manager. |
| 9. | To support staff in learning, training and development activities, particularly those studying for qualifications. |
| 10. | To give advice and guidance to staff on casework both for service delivery and development of their own knowledge. |
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| **KEY TASKS – Service Improvement & Strategic Improvements** | |
| 11. | To achieve the objectives of the Council and to contribute to the development and implementation of the Annual Team Plan and assist to achieve the objectives of the team, reviewing the progress of the team against targets and contribute to guidance, policies and practice notes. |
| 12. | To assist to develop, implement and monitor quality assurance standards. |
| 13. | To adopt and embrace required changes and advances in working practices, particularly those which incorporate the use of ICT. |
| 14. | To deputise for the Team Manager as required. |

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| *In addition to the tasks above, Jobholders could be required to undertake any tasks, duties or responsibilities contained in lower-graded posts within the Social Worker profile family to ensure a comprehensive Service is delivered to Service Users, Carers and Families.* |

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| **STANDARD DUTIES** | |
| 1. | To actively promote the equalities and diversity agenda in the workplace and in service delivery. |
| 2. | To uphold and implement policies and procedures of the Council and Directorate, including customer care and health and safety polices. |
| 3. | To undertake continuing professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and assist the Manager so these are implemented and adopted by the team. |
| 4. | Undertake any additional duties commensurate with the grade of the post. |

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| **CONTACTS**  Service Users, Carers, Relatives, Guardians, colleagues within OMBC and the NHS, partnership agencies, legal professionals, teachers and the police |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** | |
| **Responsible to:** | Team Manager |
| **Responsible for:** | Social Workers, Trainee Social Workers and/or Social Care staff, as appropriate |

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| **SPECIAL CONDITIONS**  CRB Disclosure Required – Enhanced |

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|  | DATE | NAME | POST TITLE |
| PREPARED |  |  |  |
| REVIEWED |  |  |  |
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## Person Specification

**Job Title:** Social Worker Profile E

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|  | Selection criteria(Essential) | **Selection criteria (Desirable)** | **How Assessed** |
| **Education & Qualifications** | A Social Work degree or an equivalent recognised Social Work Qualification, e.g. DipSW  Registration with HCPC  An appropriate Post Qualifying Award, approved by the HCPC in an appropriate discipline  (or to achieve in two years)  A qualified Approved Mental Health Professional (AMHP) |  | Certificate  (produce at Interview)  Certificate  (produce at Interview)  Certificate  (produce at Interview)  Certificate  (produce at Interview) |
| **Experience** | Experience of supervising and motivating staff and ensuring work is completed to the required standard  Experience of undertaking accurate and sensitive assessments of Service Users, Carers and Families, where their situation could be complex and high-risk  Experience of completing, implementing, monitoring, evaluating and updating Care & Support Plans through person-centred planning principles and relevant procedures  Experience of using electronic systems to maintain Service User’s records and outcomes  Experience of prioritising competing demands and meeting conflicting deadlines | Experience of working in multi-disciplinary teams to deliver social work services, including those employed with other organisations | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Forms/ Interview  Application Form/ Interview |
| **Skills & Abilities** | Skills to collate information, research, analyse and evaluate data, and produce statistics and write reports  Ability to contribute to strategic service delivery and proposing ideas to improve service delivery  Ability to conduct formal supervision sessions |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |
| **Knowledge** | Detailed knowledge of the relevant legislation, codes of practice, National Guidelines and Government initiatives connected with service delivery in this area of social work  To ensure social work knowledge is kept updated through continuing professional development and contribute to the promotion of best social work practice  Knowledge and understanding of equality and diversity issues in delivering social work and strategies to promote equal opportunities  Knowledge of a range of IT packages such as word processing, spreadsheets, databases and presentation programmes |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |

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| **Work Circumstances** | Willingness to participate in learning and training activities including undertaking additional qualifications  Driving Licence or able to travel independently across the Borough of Oldham  Able to work unsocial hours |  | Application Form/ Interview  Application Form/ Interview  Application Form/ Interview |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview**