

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Senior Social Worker & AMHP OOH	<b>Grade:</b> PO4
<b>Section:</b> Out of Hours – Children’s Services	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> Sarah Abbott	<b>Responsible for following staff:</b> N/A
<b>Post number:</b> TBC	<b>Last reviewed:</b> October 2024

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

To work as a member of the Emergency Out of Hours Social Work Team in the Children and Families Division undertaking the statutory functions as required of Local Authority Social Workers under the relevant legislation and guidance, including:-

- Children Act 1989
- Criminal Justice Act 1991
- Education Act 1993
- Mental Capacity Act 2005

- Mental Health Acts 1983/2007;
- Care Act 2014
- Carers Emergency legislation 2007
- Framework for the Assessment of Children and Families 2000
- Human Rights Act 1998
- Safeguarding Adults – Government Guidance

### **Specific Duties and Responsibilities**

1. To manage contacts/referrals within an out of hours environment and ensure that appropriate reports are sent promptly to day services, for the following day.
2. To maintain an up-to-date knowledge and awareness of relevant legislation, guidance and Departmental policies and procedures in respect of vulnerable children and adults.
3. To co-operate with the OOH administrator to ensure that the duty rota is fully operational, that log sheets are completed on each night and each day at weekend and bank holidays and that all relevant reports are entered on Mosaic and RIO (Trust database for MHAA).
5. To ensure compliance with Departmental recording guidelines
6. To prepare detailed reports in respect of assessments, emergency care to safeguard adults and children.
7. To comply and contribute to the Departmental policy and procedures particularly guidance and protocols for social workers (for adults and children).
8. To maintain high standards of professional practice, working at all times in the best interests of vulnerable children and adults, ensuring that there are clear reports recorded on the relevant data bases and available to the day staff on the next working day.
9. To work in partnership with service users who require social work intervention out of hours, and with those partner agencies who are accessible out of hours.
10. To make financial payments in respect of service users and carers with the agreement of the OOH Manager where appropriate, and within Departmental policies and procedures. To exercise delegated authority to make payments, place children and older people in residential accommodation, whilst acting within Departmental guidelines and adhering to the preferred providers lists, (with the support of senior managers).

11. To work with appropriate information technology in order to maintain effective administrative/data systems, in order to monitor demand and statistical data for OOH work.
12. To maintain up to date knowledge of children's and adult's social work through learning and development activities, in line with continued SWE and AMHP registration, and in line with any identified learning need.
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13. To undertake initial enquiries under s47 of the Children Act 1989, ensuring children are properly safeguarded.
14. To participate positively in professional supervision and annual appraisal review, taking personal responsibility for the quality of practice.
15. To share information and offer advice to other agencies as appropriate.
16. To participate positively in meetings, working groups and panels as appropriate, including the AMHP forum and other professional meetings, at the direction of the Team Manager.
17. To make the Team Manager aware without delay of any complaints received from service users or from other agencies.
18. To work closely with the Team Manager in promoting the highest possible standards of service. To consider and put forward ideas for improving the efficiency and the effectiveness of Council services to children and families.
19. To make decisions in an out of hours environment with limited managerial support.
20. To undertake any other appropriate tasks with the level of the post, as required by the Team Manager.
21. Ensure self-responsibility for CPD, attending training and ensuring social work and AMHP status up to date.
22. Essential to have a genuine compassionate, can-do attitude.

Understand, promote and integrate into practice Council policies in relation to valuing diversity and promoting equalities

## Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Additional Information

N/A

## Team structure

Team Manager  
 4 Full Time Social Worker  
 2 Part Time Social Worker  
 4 Casuals

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Excellent working knowledge of a range of safeguarding legislation: Children Act, Mental Health Act; Mental Capacity Act, Care Act, Human Rights Act & relevant national guidance.	✓		A & I
Excellent knowledge and application of appropriate Social Care statutory guidance and procedures.	✓		A & I

Excellent knowledge and understanding of systems and processes to manage emergency case work and understand budgets in order to provide focused social work activity.		✓	A & I
Knowledge and proven experience of managing complex cases, in emergency situations.	✓		A & I
Knowledge and understanding of Government and Council and performance indicators and targets.	✓		A & I
Excellent knowledge and understanding of The Mental Health Act, the Mental Health Code of Practice and all legal framework, policies and procedures that are relevant to the AMHP role.	✓		A & I
Excellent knowledge and understanding of The Childrens Act, and all legal frameworks, policies and procedures that are relevant to Child Protection.	✓		A & I
In depth knowledge and understanding of the needs of children and young people; the ability to work with children and their parents/carers and to involve them in decision making.	✓		A & I
In depth knowledge and understanding of the needs of vulnerable adults; the ability to work with vulnerable adults and their families/carers and to involve them in decision making.	✓		A & I
Highly developed knowledge of theory and practice of assessment, planning and intervention.	✓		A & I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>

Experience and ability to carry out statutory generic assessments including risk assessments, collecting and analysing all relevant information and following current guidance on the assessment of children, their families, and of vulnerable adults, at risk of possible significant harm.	✓		A & I
Experience of conducting Mental Health Act Assessments in a variety of settings including emergency Mental Health Act Assessments.	✓		A & I
Experienced in all aspects of safeguarding, applying to children and Adults.	✓		A & I
Being experienced enough to be able to make independent decisions with little or no support, in crisis or emergency situations, regarding the safeguarding of all citizens, that are referred.	✓		A & I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Excellent Risk Assessment and Analytical skills.	✓		A & I
Capacity to deal with unrestricted demand/ work flow & make decisions under pressure.	✓		A & I
Effective multi-agency working to offer professional consultation, advice and support to staff in other agencies and if necessary work alongside partner agencies in undertaking Section 47 enquiries, Mental Health assessments and other interventions in an out of hours environment.	✓		A & I
Very good oral and written communication skills, ensuring that decisions are appropriately recorded and reports sent promptly to Day Duty Services.	✓		A & I
Confidence in making independent decisions about the safeguarding of adults and children in an emergency/pressured environment.	✓		A & I
Ability to organise and prioritise own workload and to work under pressure, maintaining quality standards and meeting deadlines.	✓		A & I

Good ICT literacy.	✓		A & I
A good understanding of prejudice and discrimination and the need for a Council policy on equal opportunities in service provision and a strong commitment to anti-discriminatory practice. As well as recognition of own prejudices.	✓		A & I
Ability to use supervision and appraisals to maximise personal effectiveness and for professional development. <ul style="list-style-type: none"> <li>• Conciliation</li> <li>• Willingness to challenge professionals and public</li> <li>• Assertive</li> <li>• Emotional intelligence</li> <li>• Investigative curiosity</li> <li>• Proactive</li> <li>• Passion for good social work</li> <li>• Have a positive team approach, be a team player and be supportive to colleagues.</li> </ul>	✓		A & I
Flexibility and commitment regarding shifts & to ensure the work of the Out of Hours team meets consistent high standards of practice.	✓		A & I
Have a compassionate, helpful can do attitude.	✓		A & I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Diploma in Social Work, CQSW, CSS, Bachelors or Master's Degree in Social Work or other professional qualification recognised by SWE for the purposes of registration in the UK, and evidence of registration with SWE.  AMHP qualification.  SWE Registration  Full Drivers licence	✓		A & I



**A – Application form / CV**  
**I – Interview**  
**T – Test**  
**C - Certificate**

