**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Senior Social Worker - Adults Emergency Duty /Approved Mental Health Professional | **Grade**:  PO4 |
| **Section:**  Adults Emergency Duty Team | **Directorate:**  Adult Directorate |
| **Responsible to following manager:**  AEDT Team Manager | **Responsible for following staff:**  N/A |
| **Post Number/s:**  1 | **Last review date:**  11/09/2024 |

**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**

Richmond AEDT undertake core social care and housing functions out of hour, including but not limited to adult safeguarding, Mental Health Act work and homelessness for the four boroughs of Kingston, Merton, Richmond and Sutton. The team consists of a Team Manager and 5 permanent senior social workers. There are an additional 3 sessional posts to cover increased demand on Saturday and Sunday between the hours of 10am to 10pm. All workers are Approved Mental Health Professionals.

Richmond & Wandsworth Better Service Partnership are continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result the key tasks in any job may be varied and the post holder.

will be expected to take on such variations consistent with the level of responsibility of the post.

The Adult Emergency Duty Senior Social Worker undertakes emergency statutory social work duties for all adults (18 years and over) outside of normal office hours , which cannot wait until the day services open. The post holder will also carry out the duties of an AMHP) under the Mental Health Act 1983 and undertake emergency homelessness duties under housing legislation.

**Specific Duties and Responsibilities**

1. To provide emergency assessments of individual care needs out of hours and arrange services which address the risks, following relevant legislation, policies and procedures.

2. To safeguard adults at risk as outlined in departmental procedures.

3. To carry out the duties of an AMHP under the Mental Health Act 1983 and 2007, with regard to the policies and procedures of the South West London & St Georges’ Mental Health Trust, the four boroughs and relevant Pan London protocols.

4. To assess requests for emergency housing and other accommodation concerns against criteria agreed by the four housing authorities. To arrange temporary housing as required.

5. To undertake a variety of methods of professional intervention. To develop own knowledge and skills through keeping abreast of national developments, research results etc. To promote improvements in practice standards and develop and evaluate new methods of work.

6. To use Information Technology systems to obtain case information and keep accurate, timely records of work undertaken, adhering to data protection requirements.

7. To be accountable for the quality of your work and take responsibility for your own professional development and where applicable, the development of the service.

8. To participate in the rota system as required and directed by the Team Manager.

9. To ensure the highest level of data quality for all information recorded, ensuring that the information is consistently timely, accurate and complete to ensure the service meets all statutory recording requirements

10. To deputise for the team manager and provide specialist consultation and advice to colleagues as required.

**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 and 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**

**Team structure**

For the current structure please go to The Loop.

*When advertising externally please add the current team structure here and remove the sentence above.*

**Person Specification**

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| **Job Title: Senior Social Worker - Adults Emergency Duty /Approved Mental Health Professional** | **Grade**: PO4 |
| **Section: Adults Emergency Duty Team** | **Directorate:** Adult Directorate |
| **Responsible to: AEDT Team Manager** | **Responsible for: N/A** |
| **Post Number/s: 1** | **Last Review Date: 11/09/2024** |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** | |
| 1. Substantial post qualifying experience practicing as an AMHP and currently in regular employment in that role in an Adults or mental health service or out of hours service undertaking assessments, care planning | X |  | A & I | |
| 2. Able to demonstrate strong assessment skills | X |  | A&I | |
| 3. Robust knowledge of the Care Act, Mental Capacity Act, Mental Health Act and relevant housing legislation | X |  | A&I | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| 4. Experience of identifying and managing risk, planning appropriate interventions and successfully responding to the need of people in accordance with each Borough’s safeguarding policy and procedures. | X |  | A&I | |
| 5.Experience of achieving positive outcomes for service users and the community through multi-disciplinary and partnership working. | X |  | A&I | |
| 6. Experience of using professional initiative and judgement independently and confidently in a variety of challenging situations. | X |  | A&I | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| 7. A sound knowledge of relevant social care and mental health legislation and relevant policies. | X |  | A&I | |
| 8. Ability to communicate clearly and effectively both orally and in writing. | X |  | A&I | |
| 9. Commitment to working unsocial hours including night work and working flexibly with other members of the team on a shift pattern | X |  | A&I | |
| 10. Good working knowledge of Microsoft Office applications, including demonstrated ability to keep accurate and timely records. |  | X | A&I | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| 11. A relevant professional qualification in social work and current registration with the SWE | X |  | C | |
| 12.Current Approved Mental Health Practitioner (AMPH) approval | X |  | C | |
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**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**