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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Social Worker & AMHP OOH	Grade: PO3
Section: Out of Hours – Childrens Services	Directorate: CSS
Responsible to following manager: Sarah Abbott	Responsible for following staff: N/A
Post Number/s:	Last review date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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 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.
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 framework(i) or RIO.
5. To ensure compliance with Departmental recording guidelines
6. To prepare appropriately detailed reports in respect of assessments, care plans and any court proceedings 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.
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 HCPC and AMHP registration, and in line with any identified learning need.
 13. To undertake initial enquiries under s47 of the Children Act 1989, ensuring children are properly safeguarded. To act as a joint interviewer under the Memorandum of Good Practice when required, and after completing appropriate training.
 14. To participate positively in professional supervision and annual appraisal (PRP) review, taking personal responsibility for the quality of practice.
 - To participate positively in meetings, working groups and panels as appropriate, including the AMHP forum and other professional meetings.
 15. To share information and offer advice to other agencies as appropriate.
 16. To attend Departmental working groups and panels, as appropriate, 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.



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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 the Boroughs of Wandsworth and Richmond.
- 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 the SSA's policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

Team structure



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Person Specification

Job Title: SENIOR SOCIAL WORKER OOH	Grade: PO3
Section: OUT OF HOURS	Directorate: CSS
Responsible to: Sarah Abbott	Responsible for: N/A
Post Number/s: SC763	Last Review Date:

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
1. Knowledge of relevant legislation and guidance in assessing the safeguarding needs of children, vulnerable adults and people with mental illness, including those who may require an assessment for compulsory admission under the Mental Health Act. Experience of using legislation through the family courts to safeguard children. Ability to undertake direct work with children, vulnerable adults and people with mental illness in the context of emergency.	A & I



Experience	
Contemporary experience and ability to carry out 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. Extensive Knowledge of the Mental Health Act to undertake emergency Mental Health Act Assessments. Being experienced enough to be able to make decisions with little support.	A & I
Skills	

<ol style="list-style-type: none"> 1. Ability to organise and prioritise own workload and work independently making decisions about the safeguarding of adults and children, ensuring that decisions are appropriately recorded and reports sent promptly to Day Duty Services 2. Ability 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. 3. Ability to organise and prioritise own workload and to work under pressure, maintaining quality standards and meeting deadlines. 4. Ability to maintain accurate and up to date case records. 5. Good IT and word processing skills and ability to make best use of the Council's electronic case recording/reporting tool. 6. Strong team working skills, being a Team Player to give and gain the support of team colleagues. 7. 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. 8. Ability to use supervision and appraisals to maximise personal effectiveness and for professional development. 9. Flexibility and commitment to ensure the work of the Out of Hours team meets consistent high standards of practice. 10. Have a full drivers license and access to a car. 11. Have a compassionate, helpful can do attitude. 	A & I
Qualifications	



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1. Diploma in Social Work, CQSW, CSS, Bachelors or Master's Degree in Social Work or other professional qualification recognised by the HCPC for the purposes of registration in the UK, and evidence of registration with the HCPC. To include AMHP qualification.	A & C
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A – Application form / CV

I – Interview

T – Test

C - Certificate