



Title Emergency Duty Team - Social Worker	Department Children, Families and Cultural Services	Post Ref. 926
<p>Job Purpose</p> <p>The Emergency Duty Team provides an emergency social work service to ensure the safety of children and vulnerable adults out of hours, in particular the emergency functions of the Children Act 1989 and the Mental Health Act 1983 apply. It is a generic service dealing with children and families, older persons, people with disabilities, and people with mental health issues. The team works closely with both statutory and voluntary partner agencies. The Emergency Duty Team is a fully managed, office-based, countywide service which gives advice and support to individuals and families, covering all service user groups.</p> <p>The hours of operation are Monday to Thursday 4.30pm to 8.30am the next day, and Friday to Monday morning 4.00pm to 8.30am continuously, and all public holidays. The team comprises of 4 full-time team managers and 6 full-time social workers and 1 business support worker who works daytime.</p>		
<p>Key Responsibilities</p> <p><u>Department/Corporate Responsibilities</u></p> <p>To work to identify opportunities for improvements and the achievement and maintenance of high standards of quality and efficiency in the services provided by the Nottinghamshire County Council and the CF&CS Department.</p> <p>To contribute to the development of staff, individually and collectively, to meet both job requirements and the planned business requirements of the Department through participation in, and contribution to, formal and informal staff development and training processes.</p> <p>To manage resources and to participate in business planning, performance review, inter and intra departmental working parties and processes geared to contribute to strategic and departmental objectives and ensure the efficient and cost effective use of</p>	<p>Key Accountabilities</p> <p><u>Key Duties</u></p> <ol style="list-style-type: none"> 1. In accordance with Departmental procedures, to receive referrals, ensure appropriateness of referral and, under the direction of the Team Manager (Emergency Duty Team), undertake the full range of fieldwork duties in connection with families or individuals as required. To ensure the smooth transfer of service for service users through efficient liaison with District Teams. 2. To bring to the attention of appropriate managers cases or situations that may be considered to be of special difficulty. 3. To be aware of specific objectives for the team's area of service within the context of the plans and objectives of the Department. To participate in the implementation of 	

<p>resources.</p> <p>To seek, evaluate and organise management information and participate in decision making and problem solving processes. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council Policy and relevant legislation. This includes maintaining strict confidentiality in relation to personal information (including that of service users and other employees) which may become known to you in the course of your work or associated activities.</p> <p>To maintain effective working relationships and thereby contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare and that of other persons and premises affected by your work or for which you are responsible.</p> <p>In carrying out the duties and responsibilities set out within the Job Description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of the County Council Equal Opportunities Policy. This principle applies equally to all aspects of the role.</p>	<p>plans and actions in accordance with the requirements and expectations of the Department.</p> <ol style="list-style-type: none"> 4. To participate in activities designed to maintain and improve the quality of work in the team. 5. To participate in case conferences, reviews and planning meetings as required by Departmental policy. 6. To maintain an up-to-date knowledge of relevant legislation and Departmental procedures. 7. To attend Court hearings and other statutory forums as required. 8. To participate in the proper discharge of the Department's Statutory responsibilities. 9. To receive and record complaints and representations and to participate in enquiries relating to complaints and representations in accordance with Departmental procedures. 10. To work in collaboration with colleagues, other agencies and organisations as relevant to inter agency co-operation in providing services. 11. To advise the appropriate manager of any potential shortfall in service provision in the team's area of service. 12. Where appropriate to contribute towards Departmental objectives, by participating in intra and inter Departmental working teams. 13. To maintain an up-to-date knowledge of Departmental
--	--

	<p>and Authority-wide issues/developments.</p> <p>14. To contribute to professional growth and development by participating in individual personal planning to identify and respond to appropriate training needs, including an Annual Training Needs Analysis.</p> <p>15. To comply with the terms and expectations of the Departmental staff supervision policy.</p> <p>16. To comply with the terms and expectations of the Departmental Absence policy including participation in return to work interviews.</p> <p>17. To work under the supervision of the Team Manager (Emergency Duty Team).</p> <p>18. To comply with the Department's policies and procedures relating to financial matters.</p> <p>19. In accordance with the relevant legislation and codes of practice to take reasonable care for own health, safety and welfare and that of others who may be affected by the performance of own duties.</p> <p>20. To contribute to the maintenance of all necessary information systems, both manual and computerised.</p> <p>21. To undertake appropriate recording of all work and the maintenance of case records within the policies and procedures of the Department, and within the requirements of legislation.</p> <p>22. To maintain appropriate security and confidentiality of</p>
--	--

	<p>information, including information technology as stipulated by the Information Security Strategy and relevant legislation.</p> <p>23. In accordance with “The Introduction of New Technology Agreement” to work with computers, new technology and associated systems as required.</p> <p>24. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.</p> <p><u>Expectations</u></p> <p>The successful candidate will be expected to:</p> <ol style="list-style-type: none"> 1. Work in accordance with the Nottinghamshire County Council Code of Conduct and the General Social Care Council (GSCC Code of Practice) 2. Work within Departmental Policies and Procedures 3. Demonstrate Continual Professional Development in line with HCPC regulations and requirements. 4. Offer mentoring support to less experienced workers. 5. Take up opportunities for further Professional Development which may include: <ul style="list-style-type: none"> • Further Post Qualifying Awards (Higher Specialist and Advanced Awards) • Practice teaching • It is the expectation that the successful candidate will if not already an AMHP be prepared to undertake the training to become an AMHP.
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
<p><i>Education and Knowledge</i></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> i CQSW/Dipsw or equivalent – Essential ii Approved Mental Health Worker – Desirable <p>Must be registered with Health and Care Professionals Council Full driving licence (unless disability precludes driving)</p> <p><u>Knowledge – Essential</u></p> <ul style="list-style-type: none"> i An in depth knowledge of child care legislation and procedures. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ii A working knowledge of Mental Health legislation and procedures. iii A working knowledge of Community Care legislation and procedures. 	<p><i>Personal skills and general competencies</i></p> <p><u>Skills</u></p> <ul style="list-style-type: none"> i Effective analytical, assessment and communication skills, including report writing. <p><u>Equal Opportunities</u></p> <p>Commitment to anti-discriminatory and anti-oppressive practice with service users, carers and colleagues regardless of race, gender, age, disability, sexuality or religion.</p> <p><u>Personal</u></p> <ul style="list-style-type: none"> i An ability to work independently and confidently, including at night ii An ability to work efficiently and quickly under pressure. iii An ability to organise and priorities workload iv An ability to deal confidently and authoritatively with statutory agencies e.g. Police, Health <p>Full driving licence and use of car, or eligible for taxi service if disabled.</p>
<p><u>Experience – Essential</u></p> <ul style="list-style-type: none"> i ii Professional experience in a child protection setting iii. Minimum three years post qualifying experience in statutory setting 	

Desirable

- iv Professional experience in a mental health setting.
- v Experience of working in other adult service assessment settings.
- Vi Previous experience of working for EDT, including in a sessional capacity.

Role Dimensions

Substantial post-qualification experience.
Experience of gathering and analysing information to make an informed judgement of service user needs.
Experience of working in a team.
Experience of working to deadlines and ability to work in a high-pressure environment.
Ability to write structured, evidence-based reports.
Experience of direct work with children and families
Ability to identify and assess risk
Ability to deliver high-quality written reports to specified deadlines

Please attach a structure chart

Date:

Tier 7 – Experienced / Professional Staff