

<b>Job Title:</b> Senior Practitioner – Emergency Duty Service	<b>Role Profile Number:</b> P/A
<b>Grade:</b> Q <b>Salary:</b> £33,587 - £38,254 + 20% Market Factor Supplement	<b>Date Prepared:</b> September 2019
<b>Directorate/Group:</b> Children, Families and Community Health	<b>Reporting to:</b> Assistant Team Managers – Emergency Duty Service
<b>Structure Chart attached:</b>	

**Job Purpose**

Provide an essential social work service out of normal office hours through the night-times, weekends and holiday periods, covering a rota of at least 129 hours a week.

Cover Local Authority statutory responsibilities in accordance with the Children Act 1989, the Mental Health Act 1983 (2007), and other relevant legislation, policies and procedures, responding to urgent situations that cannot wait until the next working day.

Receiving direct contact from the public, professionals and agencies, ensure service users at an unacceptable level of risk are protected and made safe until the next working day. Promote the welfare of children and vulnerable adults.

**Key Accountabilities**

1. Lead Child Protection investigations within the framework of the Children Act 1989, Multi-Agency Child Protection Procedures and Guidance, to ensure the immediate safety and protection of children.
2. Assess and support Children in Need within the framework of the Children Act 1989, Children in Need Procedures and Guidance. Act to immediately promote the welfare of children and families including placing children in foster care.
3. As Approved Social Worker assess children and adults under the Mental Health Act 1983 and Codes of Practice. Authorise admission to hospital as an informal or detained patient or form an immediate support plan in the community, assessing the least restrictive alternative and ensuring the patient is not a risk to themselves or others.
4. Assess and support vulnerable adults (elderly, learning / physical disabilities) under the Care Act 2014 and linked adult legislation, policies and procedures, to ensure their immediate safety and protection.
5. Record all referrals, actions, interventions and recommendations on the service users file to ensure records are effectively maintained and in order to provide up to date and accurate information to assist immediate decisions affecting service delivery.
6. Prepare and submit emergency court applications out of office hours and represent Swindon Borough Council in court to safeguard and promote the protection and welfare of children and

vulnerable adults.

7. Represent children and vulnerable adults under the Police and Criminal Evidence Act who require an appropriate adult out of office hours, to ensure their welfare and legal rights while held in custody.
8. Advise other professionals, agencies and the public out of office hours, particularly in relation to the Children Act 1989 and the Mental Health Act 1983 (2007), to ensure the operation of the correct legal framework in relation to the safety and protection of children and vulnerable adults.

**Supplementary Accountabilities**

1. Act as Custodian of the Child Protection Register for enquiries from designated professionals out of office hours, inform and discuss with the designated professionals the content of the relevant child protection data to assist the child protection decision-making process.
2. Operate, view and input into several IT applications such as Word, Eclipse, ICS, to obtain and supply essential information to enhance decision-making and risk assessments for children and vulnerable adults.
3. Attend and contribute towards training opportunities, supervision and staff meetings, to gain competencies for working in emergency situations with children and vulnerable adults. This includes an assessed Portfolio for re-approval as an Approved Social Worker.
4. Participate in a rota out of office hours, at times working alone, to ensure essential cover is provided for at least 129 hours a week

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> – none</p> <p><b>Typical Tasks delegated to others:-</b> When on rota and acting as the Control Social Worker, coordinate and prioritise the incoming emergency referrals, monitor and advise the Operational Social Worker to ensure an efficient and effective response</p>	<p><b>Budget Holder</b></p> <p><b>Asset Responsibility:</b></p>	<p>£200 float</p> <p>.No</p>
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**Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Ability to work in and manage crisis situations, to prioritise and work effectively alone and as part of a team.
- Ability to assess children and vulnerable adults, form and implement immediate protection and welfare plans, contributes to short and long term planning processes and problem solve.
- Ability to understand, interpret and provide complex information.
- Ability to use a range of computer applications.
- Full Drivers License.
- Minimum of two years post qualification experience in a child protection or mental health setting.

**Working Knowledge of: -**

- The Children’s Act 1989, the Mental Health Act 1983 (2007) and Code of Practice, the Care Act 2014, Mental Capacity Act 2005, Police and Criminal Evidence Act 1984 and associated legislation, regulations, policies and procedures in relation to vulnerable children and adults.
- A thorough working knowledge of child development and protection theories, including the needs of Looked After Children / Children in Need and Child Protection systems.

- A thorough working knowledge of adult assessment frameworks and vulnerable adult protection procedures.
- A thorough working knowledge of Mental Health assessment frameworks, models of mental disorders, treatments and approaches to Social Work interventions.

### **Qualifications**

- Diploma in Social Work or BA (Hons) Degree in Social Work or equivalent Qualification.
- Approved Mental Health Professional Social Work Award (post qualifying award 1-5)
- Health and Care Professions Council (HCPC) recognised social work qualification and HCPC registration.

### **Job Specific Competencies**

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

### **Decision Making**

- Convene Child Protection Strategy Discussions with Inspectors (Police) and Paediatricians (Health), lead in the formulation of a child protection plan to immediately protect children.
- Assess and decide on immediate and future protection and support plans for children and vulnerable adults.
- As Approved Social Worker assess the mental health and safety of children and adults, decide on whether to complete an application to detain a person in hospital or form a care plan to support the person in the community. Decide on the least restrictive alternative and the level of risk to the person, their carers and the community.
- Implement Child Protection, Children in Need, Mental Health and Vulnerable Adult policies and procedures.
- Ability to make decisions such as above out of office hours and often while working alone. A duty manager is available to offer advice by phone but it is expected that the post holder has the competence and confidence to make the above decisions.

### **Creativity and Innovation**

- Formulate and implement plans outside of office hours and in crisis situations to protect children and vulnerable adults.

**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Writing entries of any contact with the Emergency Duty Service directly on to children and adult computer files, Children's Initial Assessments report, Child Protection Investigation reports, Placement of children in foster care reports, Court reports, Vulnerable Adult Protection Investigation reports, Mental Health Act Assessment reports.
- Giving advice by telephone or in person to the public and professionals, assessing and supporting the protection and welfare of children and vulnerable adults.
- Examples of direct contact include the person's home, General and Psychiatric Hospitals, Police Stations, Health Centres, Community facilities.

- Contact and discussion can be on a daily basis with the public, foster parents and childminders, professionals such as Police Constables, Sergeants, Inspectors, GP's Nurse in A&E, General and Psychiatric wards, Mental health Crisis Team, Consultant Psychiatrists and Paediatricians, Head Teachers, NSPCC and Childline

**For example: -**

- Finding ways of supporting carers to safely retain children at home or with other relatives or members of the community, by formulating and implementing an immediate package of support.
- Finding ways of safely retaining vulnerable adults at home by formulating and implementing an immediate package of support.

Both examples will involve gaining the agreement and co-ordination of a combination of people and resources such as relatives, friends, the Local and Health Authority, the private sector.

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**Other Key Features of the role** *(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)*

The job involves working alone and with other professionals in an office and the community. All the working hours are at night, weekends and bank holidays.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	