

Job Description

Job Title:	Specialist Practitioner – Emergency Duty Team
Directorate:	Children and Family Services
Section:	Children's Social Care
Responsible to:	Team Manager
Grade	Level 13

Job Purpose

To offer a social work service which provides services to children and families outside of normal working hours which responds to out of hours referrals where intervention from the local authority is required to safeguard a vulnerable child and where it would not be safe, appropriate or lawful to delay that intervention to the next working day.

Key Duties / Responsibilities

Strategic Management

1. To carry out a range of social work tasks in accordance with Council policies and procedures.
2. To take sufficient action to make safe the specific presenting issue and make decisions in accordance with that action enabling situations to be held until the next working day.
3. To conduct initial investigation, along with colleagues in other agencies, of Child Protection referrals and to initiate statutory protective action where required.
4. To intervene effectively in crisis situations and where appropriate to seek to provide alternatives to the need to accommodate children and young people.
5. To ensure the prioritisation and allocation of work to meet the needs of the most vulnerable residents in the City, including the distribution of work to sessional or to signpost to other relevant services across the city.
6. To oversee assessments and agree actions taken by sessional workers who contribute to the Emergency Duty Team rota.
7. Prepare, attend and chair where applicable a range of meetings and decision-making forums on specific cases as required and in consultation with the team manager.
8. To support, mentor and coach peers by sharing knowledge and experience that can enhance their learning and to support group supervision as required by the Team Manager.

9. Understand and adhere to the Safeguarding Children's Board guidance and operation, policy and procedures to ensure that children and young people are effectively safeguarded.
10. To ensure that departmental health and safety procedures and standards are followed in the performance of all duties.
11. To be responsible for effective time management and responding flexibly to the needs of the service.
12. To assist and take part in the reviewing and implementation of policy and procedures across the service

Performance

1. Contributes to the development of practice and performance of self and colleagues within the team and impact on outcomes/progress for work undertaken by EDT.
2. To make assessments of work referred and establish plans of action in accordance with those assessments as far as possible in conjunction with the service user and colleagues from other agencies. To maintain partnership working across the statutory, voluntary and independent sectors.
3. To participate in consultation with the relevant manager on call and to ensure that the manager is made aware of any issues of major importance or concerns.
4. To develop good working relationships with other agencies and other colleagues in the department with a strong ability to build and maintain relationships with multi-disciplinary agencies.
5. To ensure the satisfactory communication of information to colleagues within fieldwork teams regarding work undertaken.
6. To maintain appropriate records and documentation in accordance with Council requirements and ensure they are properly stored.
7. Ability to manage conflict, to work with partners, children and families to identify barriers, overcome challenges and
8. To demonstrate a commitment to anti-racist and anti-discriminatory practice.

Resource Management

1. Participate in the induction and training of staff.
2. To have personal responsibility and ownership for approving and initiating s17 payments to children and young people and being accountable for the teams budget, to include the ordering of necessary supplies/stocks.

3. To support the team manager in ensuring that the planning, monitoring and reviewing of expenditure and financial commitment against the budget are provided within cost limits.
4. To attend/contribute/facilitate to training programmes and be accountable for the quality of practice and maintaining your social work England registration and professional development.

Communications

1. To ensure the satisfactory communication of information to colleagues within fieldwork teams regarding the work undertaken by EDT.
2. Models direct work with children and families across the social work task including the context of assessment, planning, delivery, review and case closure/transfer. Ensures that strong relational links are in place between family members and teams. Is able to communicate respectfully with families and present complex, sensitive information both verbally and in written form within a range of arenas and to have strong interpersonal and communication skills.

Culture

1. To be accountable for ensuring sufficient cover of the rota in the absence of the team manager
 2. To embed and promote a culture of shared learning, professional development, personal and professional accountability, discipline, respect, inclusion and integrity.
 3. Model behaviours that demonstrate change, creativity and innovation by taking personal responsibility for acting on feedback from staff, partners and service users, implement solutions that will improve outcomes for children and young people.
 4. To adopt a restorative approach to all practice in line with the city council's vision to provide a strength based approach that reinforces the importance of building and maintaining relationships.
 5. To strengthen the confidence, skills, and knowledge of partners and referrers into EDT by contributing to training and providing practical support, on site learning, mentoring and coaching support in relation to all aspects of social care.
 6. To be available for duty according to the Emergency Duty Team rotas which cover evenings and weekends and bank holidays, and to be available, by arrangement, outside of normal working hours to attend meetings, case conferences, supervision etc.
- Any other duties appropriate to the post

Person Specification

Job Title: Social Worker
Directorate: Children and Family Services
Section: Children's Social Care

Minimum essential requirements – evidenced by: **a:** application form **b:** test **c:** interview

Knowledge and Qualifications			
Professional qualification at Degree Level or equivalent in social work	✓		
Social work England registration.	✓		
Must read, understand and agree to comply with the Code of Practice for Social Care Workers.			✓
Practice Teaching award.			✓
Thorough knowledge of social care legislation and guidance.		✓	✓
Knowledge of Children Social Care, education / housing/ adults social care and any other legislation Policy and Procedure relevant to particular area of field.			✓
Thorough knowledge of child and adult development and disability.		✓	✓

Experience			
Direct work with vulnerable children and their families.	✓		✓
Substantial post qualifying experience.	✓		
Significant experience as a social worker who has progressed within the profession.		✓	✓

Skills and Abilities			
Ability to communicate effectively both orally and written.		✓	✓
Ability to relate effectively to children, adults and their carers and friends and family members in their support networks.			✓
Ability to foster good inter- and intra-agency communication and to listen sensitively to different perspectives.		✓	✓
Good understanding of all aspects of assessment and planning techniques, policy, and procedures.		✓	✓



City of
Stoke-on-Trent

Able to interpret and use management information, including financial management information.		✓	✓
Able to use IT as an effective resource.	✓		
Demonstrate the ability to achieve positive results.	✓		✓
Demonstrate the ability to work effectively as part of a team.	✓		✓
Awareness of strategic thinking and central/local policy affecting service provision.		✓	✓
Aware of personal strengths and weaknesses and their impact on others.		✓	✓
Ability to fulfil all spoken aspects of the role with confidence through the medium of English			✓
Ability to attend/contribute/facilitate to training programmes	✓		
Ability to synthesise and prioritise complex and potentially conflicting demands, understand and absorb information and resolve problems.	✓		

Personal Style			
A commitment to improving outcomes for all people.		✓	✓
Able to demonstrate the high standards of integrity, honesty, fairness and equality expected in public services.	✓		✓
Ability to work outside of normal working hours	✓		
Awareness of Equal Opportunities issues and a willingness to challenge discrimination.		✓	✓
Able to meet fully the requirement of the post and cover the geographical area required.			✓

Conditions of Service

Job Title: Specialist Practitioner – Emergency Duty Team

Directorate: Children and Family Services

Section: Children's Social Care

Grade: Level 13

Salary: £45,441- £48,474 + 20% enhancement which will be reviewed periodically

Duration: This is a permanent post

Working Hours: The normal standard working arrangements will be based on a 37 hour week, working over five days between normal office hours. However, there may be flexibility in these arrangements. For more information please refer to the Flexible Working Policy.

Annual Leave Entitlement: You will be entitled to 28 days annual leave rising to 33 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

Sickness Absence: This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

Pension Provisions: For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.

Business Mileage: If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

Notice Period: Your notice period will be dependent upon the grade of the post and your continuous service.

Probation Period: New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.



Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Disclosure and Barring Service (DBS) Check: This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment. Guidance and criteria on the filtering of "unprotected" cautions and convictions can be found on the Disclosure and Barring Service website.

Relocation and Commuter Scheme: The city council's scheme of Relocation and Commuter Scheme applies to this post and where you meet the stated criteria, financial help will be provided in accordance with the provisions of the scheme.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.

Social Care Register: You must either already be registered, or in the process of registering on the Social Care register. You must also meet the ongoing requirements of registration and comply with the Code of Practice for Social Care Workers.

Newly Qualified Social Worker: You are required to 'pass' the Assessed and Supported Year in Employment (ASYE) in 12 months and as such will be employed on an extended year probationary period although learning agreements should take account of your normal pattern of work if you are part time and timescales adjusted accordingly.

Qualified Social Worker: To progress to Senior Practitioner you will be assessed in accordance with a scheme of agreed criteria, details of which are currently available at your place of work.