



Job Description

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St. Helens Council

Post:	Senior Social Worker – Emergency Duty Team
Department:	Children and Young People’s Service
Grade:	Scp35 – 38 plus 30% enhancement
Responsible to:	Team Manager

To provide an accessible and responsive emergency social work service outside of office hours across Halton and St Helens Borough Council

Duties and Responsibilities:

Providing social work assistance on an emergency basis to a range of vulnerable people including families where children may be at risk, people with disabilities and/or acute mental health problems (including acting as an Approved Mental Health Practitioner under the Mental Health Act 1983 and the Mental Health Act 2007). Undertaking Community Care Assessments in respect of elderly people at risk and undertaking PACE interviews.

To undertake swift and thorough assessments of information, circumstances and risk across a range of service areas.

To ensure the most vulnerable and “at risk” people are made safe until the next working day.

Maintaining casework records in accordance with Departmental procedures

Maintaining links with other partners, particularly with the area specialist teams, CMHT’s ,Housing/Homeless , Adult Health and Social Care, Family placement , residential provision, and Youth Offending Service in order to help develop and foster an intergraded delivery of service.

Maintaining links with other agencies, including the police and D.S.S involved in the provision of emergency services.

Ensuring that relevant information is referred on, promptly to the appropriate service in order for further assessment to take place or for information.

Attending staff meetings, Courts and case conferences as required.

Participating in the Council’s training and staff development programme.

Monitor and Review

1. Critically review all information against plans in order to evaluate achievements and outcomes and identify required changes.

2. Contribute to and review the development of ongoing initiatives to achieve a more effective use of resources within the service.

Recording and Communication

3. To accurately record and keep up-to-date information using the appropriate IT systems in accordance with the Department's recording policy.
4. When contributing to the work of multi-agency teams, apply your skills, knowledge and professional judgement.
5. Present information/reports to different forums, as appropriate.
6. Initiate and develop close working relationships with all agencies involved in children and families work.

Professional Development and Accountability

7. Use of self-reflection, supervision and development activities to improve social work skills and knowledge.
8. Keep abreast of new developments in policy, law and professional practice and to share knowledge/information with colleagues.
9. To maintain a personal awareness of departmental and corporate policies and procedures particularly those relating to children in need, child protection and looked after children, acting in line with those to ensure consistency and a high quality of service delivery across the service.
10. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
11. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
12. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post

This post is subject to Disclosure.

This post is Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

Date Reviewed : 1st January 2010

NB: THE POSTHOLDER WILL WORK FROM AN OFFICE BASE IN HALTON AND AT TIMES WILL BE ON CALL FROM HOME.



Person Specification

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St. Helens Council

Job Title: Senior Social Worker

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Knowledge and understanding of the 1989 and 2004 Children Act.	E	Application/Interview
Knowledge and understanding of Safeguarding issues and supportive documentation.	E	Application/Interview
An understanding of anti oppressive practice and advocacy issues for young people and their families.	E	Application/Interview
Knowledge of child development and the impact of adverse experiences on development.	E	Application/Interview
An understanding of the concept of working in partnership with families.	E	Application/Interview
Appreciation of Child Care Legislation.	E	Application/Interview
Understanding of the Mental Health Act 1983, the Mental Health Act 2007 and the Mental Capacity Act 2005.	E	Application/Interview
Knowledge of Appropriate Adult duties under PACE.	E	Application/Interview
Knowledge of Fair Access to Care Process.	E	Application/Interview
Knowledge of Carers Legislation and Community Care Legislation	E	Application/Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Ability to work in partnership with families and other professionals.	E	Application/Interview
Ability to work with children in need and families under stress.	E	Application/Interview
Ability to communicate effectively with children, their families and other professionals.	E	Application/Interview
Ability to work with vulnerable adults.	E	Application/Interview
Ability to work with a range of individuals and families in crisis situations.	E	Application/Interview

Ability to write concise reports and records reflecting pertinent information of analysis drawn from a clear evidence base.	E	Application/Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Time management and organisational skills.	E	Interview
Ability to conduct swift and accurate assessments.	E	Application/Interview
Ability to carry out risk assessments	E	Application/Interview
Ability to work with a high level of professional autonomy, but exercise an awareness of safe working practice	E	Application/Interview
IT skills (Word processing, spreadsheet and database facilities)	D	Application/Interview
Experience	E = Essential D = Desirable	Identified by
Experience working with young people, in either a statutory or voluntary capacity.	D	Application/Interview
Experience of working within a mental health setting	D	Application/Interview
Experience of working with other professionals in a formal setting.	E	Application/Interview
Minimum of three years post-qualifying experience, and evidence of progression, beyond SCP31 AMPH. Assessment experience	E	Application/Interview
Experience of Safeguarding.	E	Application/Interview
Experience of appropriate adult work.	D	Application/Interview
Experience of Health and Social Care	D	Application/Interview
Qualifications	E = Essential D = Desirable	Identified by
CQSW, CSS, DipSW or equivalent	E	Application/ Certificate
HCPC registration	E	Application/ Certificate
Approved Mental Health Practitioner	E	Application/ Certificate
Other Circumstances	E = Essential D = Desirable	Identified by
Car driver with valid driving licence and access to a	E	Application

reliable vehicle.		
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* NB - If an applicant can not drive as they are precluded by disability applications are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirement to enable the duties to be carried out effectively and efficiently with reasonable adjustments