CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Adult & Community Services** | **SERVICE GROUP: Adult with Disabilities/Operations** |
| **POST TITLE: Experienced Social Worker/AMHP – Adults Emergency Duty Team** | **REPORTS TO: Team Manager Emergency Duty Team** |
| **GRADE: 26-32 + 20% for Unsociable hours and 5k Market Supplement for AMHP status (New Grading)** | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | |
| Contribute to the provision of Social Care Services in the out of hours Emergency Duty Team and other settings.  Provide an effective social work service including assessment, support, planning and reviews.  Operate a social work service within Departmental Policy, practice and procedures  To provide a specialist social work role within the Emergency Duty for the whole of Adult Social Care Department.  Our Core objectives  The Emergency Duty Team (EDT) works across all Adults and Mental Health services  EDT's primary purpose is to ensure the safety of the residents in Bradford. Also ensuring health and wellbeing needs are met out of hours in emergency situations. EDT works to make Bradford a place where everyone matters with equal quality life choices whilst they are respected in their communities. EDT fosters a person centred and anti-discriminatory approach to all Service User groups.    To ensure that any Social Care Emergency that cannot be safely left to the following working day is dealt with, responding to the whole of the multi-racial and multi-cultural community in Bradford.    To ensure the legal obligations and statutory responsibilities of the Adult Social Care Directorates are fulfilled/discharged. | |
| **Main Responsibilities of Post:** | |
| To ensure that your practice is underpinned by a sound understanding of the Care Act,  MHA, MCA and DoLS legislation and Human Rights Act. To deliver a professional AMHP service.    To contribute to the delivery of personalised assessments in line with legislation and  guidance and in line with the council’s policies and procedures.    To contribute to the provision of high quality assessments, reviews and support plans  for individuals in crises, in consultation with the person and their carer. Undertaking assessments and support planning for social care under the Care Act  2014. This includes signposting as appropriate and assessment of eligibility under the  Care Act 2014    The prioritisation of Social Care tasks which are required in order to enable a person to leave hospital or remain in the community, to promote recovery and mental wellness.    Prioritisation of safeguarding referrals when personal welfare is believed to be at risk.  This will include the investigation of safeguarding concerns and the development and  monitoring of safety plans when appropriate    To liaise with others involved in the service users / carers care to support decision  making in future needs – such as provision of ongoing effective, support, and  contribute to information gathering regarding safeguarding of adults and  effective risk management. Including clear decision making and reporting on  outcomes.    To communicate effectively with customers, carers, other agencies and professionals  to support the delivery of a co-ordinated response to customer and carer needs.    To keep effective records in relation to the work undertaken using Social Care  electronic records and health recording systems.    To contribute to effective team working and to service development and to work with  management to identify improvements that could be introduced to enhance the  efficiency and effectiveness of the out of service. | |
| **Special Knowledge Requirement: Will be used for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:  a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | X |
| Safeguarding and Promoting the welfare of Adults.  This requires understanding what harm or abuse is. Recognising it and responding to it proportionately.   * Assessing risks and emotional resilience * Reflecting and making informed judgments   Acting within local procedures, arrangements and others roles. | X |
| Demonstrate how to put person – centred values into practice in a way that promotes the values of individuals and to plan for their future well-being and fulfilment. | X |
| Effective communication and engagement with adults, carers and professionals.  Building trust and establishing relationships to meet their cultural, religious, language and health needs | X |
| Able to interpret, understand and apply Equality and Diversity legislation in establishing best practice both at work and in relation to the community, challenging bias, prejudice and intolerance | X |
| Be able to work in ways that support equality and inclusion, to reduce the likelihood of discrimination | X |
| Partnership Working – Working with others within the service and external partners to put adults and carers at the heart of decision making.   * Communicating well, sharing appropriate, succinct, objective information and analysis to aid joint decision making * Being proactive, persistent and prepared to challenge and be challenged   Knowing your responsibilities and understanding others roles and joint procedures | X |
| Be able to manage risk and undertake risk assessments to support service user safety and crises management. | X |
| Demonstrate an understanding of the duties and responsibilities that underpins the work of Adult Services/ Emergency Duty Team. | X |
| Gather and share information appropriately to ensure the safety and wellbeing of Service Users   * Knowing the limits of consent and confidentiality including the Date Protection Act * Distinguishing fact from opinion, appraising information and identifying gaps * Being open and honest about information sharing with adults and carers   Writing reports clearly and ethically | X |
| Able to work with service information systems e.g. Outlook, EMS, System 1, ESS, demonstrating an understanding of Data Protection Act and rules governing confidentiality in relation to ICT. | X |
| **Relevant experience requirement: Will be used for short listing** | | |
| Relevant experience as a Social Worker in a statutory setting  Significant experience of undertaking statutory Social Care Assessments, including Considerations under 13(1) of the Mental Health Act.  Experience of working across service areas and within a diverse community.  An understanding of the challenges associated with working as part of emergency provision, out of hours. | | |
| **Relevant professional qualifications requirement: Will be used for short listing** | | |
| CQSW/CSS/DIPSW/Bachelors or Masters degree in Social Work or equivalent.  Warranted/Approved as a Mental Health Professional (AMHP)  Registered Social Worker with Social Work England | | |
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| **Core Employee competencies to be used at the interview stage.** | | |
| **Carries Out Performance Management –** covers the employees’ capacity to manage  their workload and carry out a number of specific tasks accurately in detail and at a high  standard. | | |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | | |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.  Commitment to Health and Safety.  All employees have a responsibility for their own health and safety and of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy. | | |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems within a legal framework. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | | |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.  Commitment to Equality and Diversity  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. | | |

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| **Working Conditions:** | | |
| * Working in line with the CBMDC New Ways of Working policy. * Must be able to work evenings, weekends and bank holidays as required by the needs of the service. * The normal pattern of working would be five days over a seven day period.   This does not apply to those staff employed prior to 1 April 2014.  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | |
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| **Special Conditions:** | | |
| Hold a current driving licence  Provide a car for use at work (unless a disability prevents this) and appropriately insured (e.g. business use). This does not apply to those staff employed prior to 1 April 2014.  Maintain professional registration and meet the Social Work England duties of standards of conduct, performance and ethics.  No contra-indications in personal background or criminal record indicating unsuitability to work with vulnerable adults/young people/ /finance (DBS check required as appropriate). | | |
| **Compiled by:**  **Date:** | **Grade Assessment Date:** | **Post Grade: Experienced SW/AMHP** |