



Job description	
Job title	Social Worker – Emergency Duty Team
Grade	Pay Band L / SCP 32-33
Directorate	Adult social Care
Section/team	Emergency Duty Team- Mental Health
Accountable to	Team Manager
Responsible for	Professional Standards
Date reviewed	March 2021

Purpose of the Job

EDT Social Workers are responsible for the assessment and case planning to meet the emergency care needs of people who require a service which cannot wait until the next normal working day. The aim of the service is to achieve a safe and practical outcome until daytime services are available. The service aims to meet the emergency needs of vulnerable adults.

EDT Social Worker will respond to requests for direct emergency social work intervention with all service user groups. This may involve acting in their capacity as an Approved Mental Health Professional in accordance with the Mental Health Act 1983.

To contribute to the operational delivery of an effective Adults Social Care Services as part of a team responsible for safeguarding and promoting the welfare of vulnerable young people and adults, continuously improving outcomes.

Undertaking assessments as required by the Care Act 2014 and Mental Capacity Act 2005.

To be responsible for social work professional standards and the reputation of the Department and Council to comply with national and local and service procedures and guidance.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.



1. To assess need and agree action plan required. To work within the policies, practices and procedures of Adult Social Care and to provide a quality emergency social work service to young people and adults (includes older persons, mental health needs, those with a disability and those deemed to be at significant risk and vulnerability).
2. To participate in the duty rota and manage crisis on any referral during that period. This will include work with those who have complex problems and/or are at significant risk of harm whose safety needs to be secured. On occasions the EDT Social Worker will make decisions that might result in service user's deprivation of liberty on admission to an acute psychiatric unit or a young person's placement in a secure environment.
3. Planning, designing and recording emergency care packages in agreement with user's, carer's and partner agencies. This will take account of what can be done to meet identified emergency needs, through informal support and where necessary through resources available to or newly identified by the Emergency Duty Team in the community and/or public, private and voluntary sectors. Also to feed back into the planning process any preferred solutions that were not available.
4. Operating within the delegated budget support mechanisms as they are devolved.
5. To act as an Approved Mental Health Professional (Mental Health Act 1983) as required.
6. To act as Best Interest Assessors under the provisions of the Mental Capacity Act 2005 as required.
7. As appropriate to attend Case Conferences, Court Hearings, Mental Health Tribunals and any other meetings as a consequence of work undertaken whilst on duty. Additionally, there will be an expectation on EDT Social Worker's to attend meetings at Adult Social Care, EDT team meetings and meetings as agreed with staff representing the EDT team and feeding back to their managers.
8. To maintain a written record of all work undertaken including the presentation of reports as required at 6. Above, using the agencies preferred recording method.
9. Effectively manage a variety of casework with appropriate supervision, guidance and support, reflecting the function of the team and Adults Social Care in accordance with service policy, procedures, guidance and legislation.



10. Undertake work within legislative frameworks including the preparation of written statements – where necessary including representations to the judiciary at Court and other hearings.
11. Be accountable for decision making in relation to EDT casework ensuring professional judgement, evidence-based tools, critical reflection and analysis inform this.
12. Model critical reflection and evidence-based decision making and support others in developing theses.
13. Demonstrate a critical knowledge of the range of theories and models for social work intervention with individuals, families, groups and communities and the methods derived from them.
14. Identify and assess levels of risk and need (within statutory frameworks) in often complex situations. Deliver protective and/or supportive services for adults at risk, in need and/or looked after.
15. To contribute to assessments, care plans and reviews, maintain statutory timescales and adhere to regulations and guidance.
16. Communicate skilfully and confidently in complex or high-risk situations. Model and help others develop communication skills.
17. Attend and represent the department at a range of multi-disciplinary forums including AMHP forum.
18. Post-training undertake “Achieving Best Evidence” interviews as required.
19. Undertake direct work with adults at risk, young people and their families/carers in line with Children in Need, Child Protection and Care Plans.
20. Work co-operatively with colleagues and in partnership with the Council and across multi-agency boundaries.
21. Contribute to current practice expectations, identifying areas of poor practice issues and taking appropriate action.
22. Model inclusive practice in relation to identity and diversity, challenging any issues of concern.
23. Taking responsibility for obtaining regular professional supervision to ensure effective practice, reflection and career development.
24. Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.



25. Take responsibility for the professional learning and development of self and others including participating in team meetings and contributing to the development of the team.
26. Be responsible for overseeing the management, teaching and assessment of social work students carrying out practice learning placements (where applicable).
27. Ensure that reports are up to date, of a high quality and submitted according to appropriate timescales.
28. Ensure that expenditure on cases is properly authorised and recorded.
29. Be responsible for accurate, sensitive, timely and up to date data entry on all cases including:
 - Data entry on LAS and any other electronic tools or database
 - Data required for specific PI's/targets
 - Due consideration being given to any legal and human rights of the individuals concerned.
30. Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Service facing court proceedings.
31. Undertake any other duties as directed from time to time to meet the exigencies of the service.

General

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with general character of the post and it's grading.

This job description applies to a number of jobs with Social Care, the team (and office location) that staff undertaking this job description are allocated to could change at the discretion of management following consultation with individual post holders.

In addition to his/her principal duties the post holder will be expected to contribute more widely to the overall development of the service and the council.

All employees are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the



effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

All employees are expected to be committed to the Equality and Diversity policy and assist in removing the barriers to service delivery and employment to enhance a positive equality culture.

This post is **exempt** from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for any other purpose are “spent” under the provision of the Act and any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to the positions to which the order applies.

Health and Safety

- Use equipment as instructed and trained
- Use equipment made available to support personal safety
- Use agreements /policy when working with other agencies to maintain and risk manage personal safety
- Use and follow lone working procedures

- To inform management of any health and safety issues which could place individuals in danger.
- To ensure suitable and sufficient Risk assessments are undertaken regarding health and safety

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council’s information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.



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- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

As a Social Worker you will abide by professional Standards.

<https://www.socialworkengland.org.uk/standards/professional-standards/>