

## JOB DESCRIPTION

May 2014

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| <b>DIRECTORATE:</b><br>Children's Services  | <b>Service Area:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Head of Service Area:</b><br>Locality    | <b>Is this description a generic JD?</b><br>No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>GRADE:</b>                               | <b>JEM Reference No: 4997</b><br><b>Enhanced DBS Required? Yes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>JOB TITLE: EDT Advanced Practitioner</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>REPORTS TO : Team Manager</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>1.</b>                                   | <p><b>PURPOSE OF JOB:</b></p> <p>The EDT Advanced Practitioner, when working as office based Coordinator, is the first point of contact for private individuals and professionals, outside normal office hours. In this capacity they are responsible for the identification, assessment and case planning to meet care needs of children and young people who require an emergency service which cannot wait until the next normal working day. This will require the worker to attend the presenting concern/problem/crisis if necessary to fully assess the situation and determine the appropriate course of action. The worker will be able to draw on locality resources, but is responsible for out-of-hours assessment and care planning. The aim of the service is to achieve a safe and practical outcome until daytime services are available. The service aims to meet the needs of children and their families who may be in crisis.</p> <p>The role will involve dealing with the most complex cases, in order to maintain credibility and experience in the field. The role has acknowledged depth of expertise, including the assessment and appropriate management of risk. To provide a safe child-focused service and to assist in achieving a satisfactory standard of health and the personal development of the child, in an emergency situation. To develop a specialist interest related to child and family care work in order to advise and assist staff and the management team in the area of practice. To contribute to the professional development of the team.</p> |
| <b>2.</b>                                   | <b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1.                                          | To assess need at point of referral and agree action plan required – in specified situations this will require consultation with senior managers/Team Manager. To work within the policies, practices and procedures of the Social Services Directorate and to provide a quality emergency social work service to children, young people and their families. To work in partnership with individuals, their families, carers and with other agencies, this will include those with the most complex problems, including children who may have suffered harm or are in the midst of family breakdown or are homeless.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.                                          | To participate in the duty rota and manage any emergency relating to children and young people on any referral during that period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|           | 3.                          | Undertake assessments of needs, risks and options for children and young people with the most complex/high risk care needs and/or circumstances, in accordance with legislative requirements, all relevant policies and procedures and agreed performance targets.                                                                                                                                                                                                        |
|           | 4.                          | Work in close co-operation with locality and partner agencies, where available, to ensure the safety and wellbeing of children and young people. To appropriately utilise all available locality and partner resources and to work in close co-operation with preventative services to ensure, wherever possible, that children and young people are able to remain within their families.                                                                                |
|           | 5.                          | Intervene in emergency situations to protect vulnerable children and young people and initiate the appropriate statutory or other actions required: undertake child protection investigations, as requested.                                                                                                                                                                                                                                                              |
|           | 6.                          | Operating within the delegated budget support mechanisms as they are devolved.                                                                                                                                                                                                                                                                                                                                                                                            |
|           | 7.                          | To keep senior managers informed of any difficult situations that may require a child to become Looked After and to gain authorisation from a senior manager to accommodate a child/young person.                                                                                                                                                                                                                                                                         |
|           | 8.                          | To maintain a written record of all work undertaken including the presentation of reports as required at vii above.                                                                                                                                                                                                                                                                                                                                                       |
|           | 9.                          | Planning and recording emergency care packages in agreement with users, carers 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. |
|           | 10                          | Act as a representative for the local authority in court proceedings, statutory panels and with other agencies                                                                                                                                                                                                                                                                                                                                                            |
|           | 11                          | To undertake tasks in relation to screening of referrals received through Customer Service Centre for Children's Social Care – to include decision making as to thresholds and intervention.                                                                                                                                                                                                                                                                              |
|           | 12                          | Responsible for development and implementation of innovative ways of working, taking into account research and experience from own and other services.                                                                                                                                                                                                                                                                                                                    |
|           | 13                          | Contribute to professional casework supervision of other social workers where appropriate; provide supervision for NQSWs, students and trainees, as requested: e.g could act as a practice teacher for students and/or lead staff development activities.                                                                                                                                                                                                                 |
|           | 14                          | To advance the continuing professional development of their team by contributing to the induction of new staff and by mentoring newly qualified social workers, where appropriate.                                                                                                                                                                                                                                                                                        |
|           | 15                          | To contribute, co-operate and sustain internal and external working partnerships / relationships between Lincolnshire Children's Services, other professionals, partner organisations, external agencies and voluntary groups involved in providing services.                                                                                                                                                                                                             |
|           | 16                          | To maintain an awareness of professional and statutory developments and to promote good practice standards within the Directorate at local and county level.                                                                                                                                                                                                                                                                                                              |
|           | 17                          | Maintain performance and develop practice and experience in line with personal targets as agreed with supervisor through supervision.                                                                                                                                                                                                                                                                                                                                     |
|           | 18                          | To contribute to any service training as and when need arises                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>3.</b> | <b>MANAGEMENT OF PEOPLE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|           | <p>The EDT Practitioner is required to offer advice and guidance to locality staff who are supporting EDT services.</p> <p>The postholder may be required to act as a practice teacher to social work students on practice placements in the team and as a 'Practice Mentor Assessor' to social work candidates on post-qualifying courses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>4.</b> | <p><b>CREATIVITY AND INNOVATION</b></p> <p>Autonomy in assessing the most complex cases; planning, designing and recording care packages in agreement with service users, carers and contributing agencies. Working on own during out of hours EDT Practitioners need to be solution focused to solve problems, they will always need to look at solving problems and finding solutions within the extended family/friends/community rather than seek to accommodate or to undertake legislative intervention. EDT Practitioners need to be aware of all policies and procedures and guidelines applicable to children. Situations will arise where resources are required but not identified by mainstream services, an example being foster placement for a child. On such occasions the EDT Practitioner will be required to be creative in identifying placement or other solution. They need the ability to recognize new situations that fall outside current policy and procedure, also to innovative solutions for such situations. When working with partner agencies that do not fulfill their own responsibilities there may be a need to identify alternatives and make appropriate challenge to other professionals.</p> <p>Undertake research; contribute to service/policy development.</p> <p>Will consider how best to support to other staff, develop professional skills and expertise of others.</p> |
| <b>5.</b> | <p><b>CONTACTS AND RELATIONSHIPS</b></p> <p>The EDT Practitioner will have constant contact either face to face or by telephone with members of the public and other professionals. The nature of such contact out of hours will frequently involve crisis such as young children believed to be at home unsupervised or domestic violence situations. The response will require immediate contact with a shift colleague or other agency.</p> <p>The development of relationships with other agencies out of hours is crucial to the safety and well-being of self, colleagues, service users, other persons and professionals.</p> <p>Relationships with Health Professionals and Police on Child Protection or other crisis situations can be contentious, without appropriate exchange of complex information and formulation of strategies service users can be at risk of serious harm. Also contact with wider family and social networks may result in vulnerable child or young person being maintained in the community without need of informal or compulsory intervention.</p> <p>Contacts will need to be made with all partner agencies, Children's Services professionals (this will include allocation of work to FSW and EDT support social workers), the third sector, District Councils and County Council staff and communities.</p>                                                                 |

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| <b>6.</b> | <b>DECISIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | <p><b>a) Discretion:</b></p> <p>Responsible for making decisions on complex cases. A high degree of autonomy and decision making will be allowed based on the EDT Advanced Practitioners expertise, experience and knowledge.</p> <p>Assessing vulnerable children in accordance with the National Assessment Framework, identifying any social care needs such as health care or housing, together with any help or support required by others.</p> <p>The EDT Practitioner will undertake critical decision making including Child Protection Strategy Discussions with Police and Health colleagues, working within prescribed timescales.</p> <p>If the EDT Advanced Practitioner believes it is necessary to accommodate a child authorisation must be given by a Senior Manager but flexibility/creativity must be brought to placement decisions. The EDT Practitioner will also ensure that social workers and FSWs who are supporting the EDT Practitioner are aware of all referral/contact details and are aware of the work to be undertaken, the extent to which policies, procedures or other guidelines affect this advice.</p> <p>The EDT Advanced Practitioner will also assist with the screening of referrals received by the Customer Services Centre from members of the public and professionals.</p> |
|           | <p><b>b) Consequences:</b></p> <p>The EDT Practitioner's decision is likely to impact on the safety and emotional wellbeing of a child and those around him/her. It is important that positive professional relationships are maintained even where there is disagreement with other professionals. Other consequences will impact on relationships with and effectiveness of partner agencies such as police, health.</p> <p>Decisions may impact on the reputation of Lincolnshire Children's Services and the quality of care for Service User and breakdown of care package through, investigations, assessments of needs, &amp; appropriate management of risk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>7.</b> | <b>RESOURCES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | <p>Working out of hours EDT Practitioner will be based at home at times and therefore will be provided with appropriate equipment to work away from the office for example Laptop, Mobile.</p> <p>Responsible for the security of confidential material (electronic and written), maintaining, updating case and other records, writing reports.</p> <p>Team or individual use Laptop (if taken off premises), team or individual use of mobile phone (for work purposes), team digital camera (for work purposes), transporting Service User's possessions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>8.</b> | <b>WORK ENVIRONMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|           | <p><b>a) Work Demands:</b></p> <p>The pattern of work during a shift is totally unpredictable. Prioritisation of incoming work requires an understanding of service users and other agencies needs allied with assessing risk and competing demands. Work with Child Protection can involve meeting deadlines dictated by the situation or in some case by statute.</p>                                                                                                                                                                                                                                                                                                                                   |
|           | <p><b>b) Physical Demands:</b></p> <p>Physically and emotionally demanding at times, depending on the nature and complexity of incoming work/emergency.</p> <p>The post holder will be expected to undertake the following:</p> <ul style="list-style-type: none"> <li>• To carry files, notebooks and other written material in accordance with the lifting and handling guidance</li> <li>• Agile working</li> </ul>                                                                                                                                                                                                                                                                                    |
|           | <p><b>c) Working Conditions:</b></p> <p>The duties include responding to emergencies at any time out of normal working hours. This requires an awareness of individual risk to severe inclement weather and roads conditions. Work is undertaken in homes where the physical environment might constitute a potential physical or health risk.</p> <p>The post holder will be working some of their time in circumstances which may bring them into contact to disagreeable and difficult surroundings/conditions through dealings with potentially violent and or, abusive service users and frequently visiting service users homes in the community.</p> <p>Expectation to give evidence at court.</p> |
|           | <p><b>d) Work Context :</b></p> <p>The EDT Advanced Practitioner is potentially at specific risk when working and sometimes can be alone and in isolated situations. Risk of exposure to verbal/physical abuse from service users, families or carers.</p> <p>There is also a requirement to transport children and young people from and to a variety of situations when the EDT Practitioner can become a focus of those young person's anger and hurt.</p>                                                                                                                                                                                                                                             |
| <b>9.</b> | <p><b>KNOWLEDGE AND SKILLS</b></p> <p>The post holder will be expected to have:</p> <ul style="list-style-type: none"> <li>• Recognised qualification in Social work (Dip SW / CQSW / CSS)</li> <li>• Registered with the HCPC and ensure that registration is maintained and renewed appropriately</li> <li>• The P.Q. Specialist Award or commitment to learn</li> <li>• A minimum of three years post qualified social work experience</li> <li>• In-depth knowledge of theory and practice of care assessment, planning; in-depth knowledge of relevant legislation, statutory frameworks;</li> </ul>                                                                                                 |

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|  | <p>acquired through professional qualification in social work plus post qualification training/award at higher or advanced level or equivalent expertise and experience in relevant field, including practice teaching;</p> <ul style="list-style-type: none"> <li>• In-depth knowledge of safeguarding/CP issues and an up-to-date knowledge of how social care involvement can impact on the life of a child.</li> <li>• Maintenance of Advanced Social work professional status to be maintained and assessed 3 yearly by internal and external verification.</li> <li>• Practitioners will need to show ongoing professional development and training.</li> <li>• Developed IT skills to enable operation of standard electronic systems.</li> <li>• Report writing and communication skills to an advanced level.</li> <li>• Sufficient knowledge and practice ability to take a case form referral</li> </ul> |
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## 10. GENERAL

**Job Evaluation** - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

**Equal Opportunities** - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

**Health and Safety** - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

|                                         | Name:      | Signature: | Date        |
|-----------------------------------------|------------|------------|-------------|
| Job Description written by: [Manager]   | .....<br>. | .....      | .....<br>.. |
| Job Description agreed by: [Postholder] | .....      | .....      | .....<br>.. |

Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.

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