

# Lancashire County Council

Job description for the post of: Social Worker for the Emergency Duty Team					
Directorate: Safeguarding, Inspection & Audit			Location:	Covering whole of Lancashire with the exception of Blackpool and Blackpool. Office base in Accrington.	
Establishment or team:		Emergency Duty Team		Post number:	
Grade:	<p>Scale 8/9.</p> <p>Bar at top of Grade 8.</p> <p>Grade 9 is awarded to employees who can demonstrate they have the necessary experience, skills and ability to practice as a Grade 9 (senior) Social Worker, either via application and interview, or via a career grading process.</p> <p>Out of hours enhancements will be payable and calculated in accordance with hours worked outside of core hours.</p>	Line manager:	Practice Manager EDT	Car user:	Y
Staff responsibility: 0		Number of staff directly supervised: 0		Which business plan covers this post? <a href="#">Safeguarding, Inspection &amp; Audit</a>	
<p><b>Our Core objectives</b></p> <p>The Emergency Duty Team (EDT) works across all service user groups (Children &amp; Adults) therefore, we consider the overarching principles and objectives of these disciplines. EDT's primary purpose is to provide a first response to emergency Social Care needs that arise outside of normal office hours which are not covered by other Lancashire County Council Social Care teams.</p>					

EDT works to make Lancashire 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.

### **The purpose of this job:**

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 Lancashire.

To ensure the legal obligations of the Adult and Children's Social Care Directorates are fulfilled outside of normal office hours.

### **Core tasks**

1. To deliver a professional Social Work service.
2. To carry out the statutory obligations of the Team/Directorate.
3. To contribute to the delivery of personalised social care service as outlined in national legislation and guidance and in line with county policies and procedures.
4. To be aware and responsive to the differing needs of all sections of the community.
5. To investigate and assess the need for Social Care intervention, in an emergency situation, outside of normal office hours.
6. To contribute to the provision of high-quality assessments and protection plans for individuals, in consultation with the individual and where appropriate their families and carers.
7. To decide on and advise on the use of appropriate Social Care Services and other resources in emergency situations.
8. To assess and prioritise incoming work ensuring an appropriate response in line with procedure and using your professional judgement.
9. To determine and implement methods of intervention.
10. To communicate effectively with individuals, carers, other agencies and professionals to support the delivery of a co-ordinated response to the individual.
11. To liaise and negotiate with other Social Care Teams and colleagues in other establishments.
12. To work collaboratively with partner agencies to achieve the best outcomes for the individual.
13. To comply with Directorate Administration procedures and maintain appropriate records of work undertaken.
14. To liaise with the designated Line Manager and to comply with Directorate requirements regarding supervision.
15. To contribute towards developments and initiatives within the service.

- 16.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 team and organisation.

### Other responsibilities

- To act in accordance with the Council's Constitution and other Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development.
- To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To participate in the wider development of the service and contribute to service improvement as required. Workers may be required to engage in joint training initiatives and undertake work originating outside the area if this is necessary to ensure equitable distribution of work, and in the interests of efficient and effective service delivery.

### Special requirements

The County Council operates a general no smoking policy.

The appointee will be expected to attend work punctually and on a regular basis.

The role entails working out of hours, on a rolling rota covering evenings, weekends and bank holidays.

This post is subject to an enhanced (DBS) Disclosure & Barring Service check.

Due to the changing nature of the business, this job description serves as a framework to outline the main areas of responsibility and it will inevitably change. You will be required to undertake other activities of a similar nature that fall within the remit of your area of work, as directed by service management.

<b>Prepared by:</b>	Sue Ryan, EDT Team Manager	<b>Date:</b>	February 2024
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### Equal opportunities

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.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# Lancashire County Council

Person specification form		
<b>Job title:</b> Social Worker	<b>Grade:</b> Grade 8/9	
<b>Directorate:</b> Safeguarding Inspection and Audit	<b>Post number:</b>	
<b>Establishment or team:</b> Emergency Duty Team (EDT)		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (A) or interview (I)
<b>Qualifications</b> Degree or Diploma in Social Work, CQSW, CSS	E	A/I
<b>Experience</b>	E	A/I
Considerable experience of undertaking Social Care assessments in a community setting	E	A/I
Considerable experience of working in front line Childcare.	E	A/
Considerable experience of work in all service user groups.	D	A/I
Crisis work.	D	A/I
Experience of working in an EDT setting.	D	A/I
<b>Knowledge, skills and abilities</b>		
Ability to work unsupervised	E	A/I
Knowledge of statutory responsibilities	E	A/I
Knowledge of relevant computer systems – anyone appointed without this experience will be expected to undertake training to achieve competency.	E	A/I
Emergency Duty Team Practice and Procedures.	E	A/I
<b>Commitment</b>		
Commitment to Equality and Diversity	E	I
Commitment to Health and Safety.	E	I
Ability to work out of office hours on a rota basis	E	I
Possession of a full valid driving licence	E	I
<b>Prepared by:</b> Sue Ryan, EDT Team Manager		<b>Date:</b> February 2024
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

## LANCASHIRE COUNTY COUNCIL

### PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

**CONFIDENTIAL**

Team/Establishment	Emergency Duty Team
Post/Job title	Social Worker
Description of main activities the employee will be required to undertake (or attach job description)	
Form completed by: (print name) Sue Ryan	

**A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (e.g. some paints).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than $\frac{1}{3}$ of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/ Team Manager		Andy Smith / Sue Ryan	
Signature:	Sue Ryan		
Telephone Number:	07810817649	Date:	February 2024

## Directorate Core Values

Adult & Community Services Directorate	Children & Young People Directorate
<p>We believe in putting people first – promoting independence, opportunity, protection and inclusion.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• Everyone is unique and should be treated with respect.</li> <li>• Working in partnership is more effective than working alone.</li> <li>• People who use our services, and their carers, should be fully involved in decisions about their lives.</li> <li>• Everyone has a right to free access to information.</li> <li>• Our services should respond to the diversity of our local communities.</li> <li>• Our workforce is our most important resource. Investing in our staff, involving them in decisions and developing flexible ways of working achieve better results for the people who use our services.</li> </ul>	<p>We believe we can make a positive difference to the lives of children and young people.</p> <p>Our core values are:</p> <ul style="list-style-type: none"> <li>• the role of parents, carers and everyone who has parenting responsibilities;</li> <li>• what children, young people and their families want to tell us;</li> <li>• the power of people working together to achieve common aims;</li> <li>• good public service;</li> <li>• the richness of our diverse communities and cultural heritage;</li> <li>• the essential contribution which education and learning make in improving the lives of children and young people; and</li> <li>• the creative contribution made by children and young people to their communities.</li> </ul>
Environment Directorate	Office of the Chief Executive Directorate
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• develop and maintain safe and effective transport systems;</li> <li>• support and protect Lancashire's people and businesses;</li> <li>• improve the quality of Lancashire's environment and quality of life for the people of Lancashire;</li> <li>• help regenerate Lancashire's urban and rural areas; and</li> <li>• plan a better, more sustainable future for Lancashire.</li> </ul>	<p>Our core values are:</p> <ul style="list-style-type: none"> <li>• governance;</li> <li>• corporate working;</li> <li>• partnership working;</li> <li>• community leadership;</li> <li>• communication; and</li> <li>• service delivery.</li> </ul>
Resources Directorate	
<p>Our core values are to:</p> <ul style="list-style-type: none"> <li>• satisfy the council's customers within the legal and financial restrictions placed on us;</li> <li>• support and develop our staff;</li> <li>• increase the extent to which we aim for, measure and improve service performance and standards;</li> <li>• help build strategic capacity for the county council;</li> <li>• maintain good governance;</li> <li>• support partnership working;</li> <li>• maintain consistency across the whole of the county council;</li> <li>• understand and share the objectives of the council and its directorates, whilst acting always in the interests of the council as a whole; and</li> <li>• promote efficiency and value for money.</li> </ul>	<p>To help achieve these objectives, we will continue to develop a working environment where:</p> <ul style="list-style-type: none"> <li>• ideas flourish and participation is the norm;</li> <li>• communication, feedback and praise go in all directions;</li> <li>• everyone contributes with the aim of achieving agreed goals, not doing only what they are told to do;</li> <li>• processes are a framework, not a straitjacket; and</li> <li>• managers are treated with respect and treat everyone with respect.</li> </ul>