



Role Profile

Job Title: Co-ordinator EOOHS

Reference No.	988TP284	Type	Generic
Service	Children and Families Social Work		
Job Family	Co-ordinator / Senior Practitioner	Grade	FC9

Purpose

To provide a high-quality Social Work service to the population of Fife outwith normal working hours. Providing advice and assistance to those in urgent need in line with council policy and national standards

An accredited post-qualifying award (e.g. Certificate in Child Protection Studies, Mental Health Officer Accreditation, Practice Teacher Award, etc.) Registration with SSSC “Workers new to role must gain registration with the Scottish Social Services Council (SSSC) within six months of start date in this role” Knowledge and understanding of Child and Adult Protection guidelines and information sharing protocols Experience of joint working to achieve common goals.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Having responsibility for all contact made to Fife Social Work during operational hours, including period on-call overnight. If satisfied that a person is at risk, the Co-ordinator will arrange for further assessment and response

Being designated Mental Health Officer during operational hours

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

Accredited and experienced Mental Health Officer
Diploma in Social Work or equivalent

Extensive post-qualifying experience providing statutory social work services

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Supervision of Social Workers and locum co-ordinators within the team. Providing regular supervision to the staff team and identify staff development needs along with line management responsibility for disciplinary and grievance matters in accordance with council procedures.</p> <p>Promoting staff development through regular supervision of staff and volunteers, recognising training needs and ensuring that full use is made of training and development opportunities.</p>	<p>Registration with SSSC “Workers new to role must gain registration with the Scottish Social Services Council (SSSC) within six months of start date in this role”</p>	✓	
<p>Undertaking assessments of children and families in need or at risk. Initial assessment is required based on information available, and should be commensurate with statutory procedures and protocols.</p>	<p>Knowledge and understanding of Child and Adult Protection guidelines and information sharing protocols Experience of joint working to achieve common goals</p>	✓	
<p>Promoting the aims and objectives of the service at all times.</p>	<p>Experience of multi-disciplinary working and decision making with a range of agencies. Demonstrated ability to liaise with colleagues and other agencies to achieve desirable outcomes.</p>	✓	
<p>Promoting good working practices between the staff team, service users, parents, carers and other professionals who work within the service.</p>	<p>Experience of promoting equality and diversity Ability to interpret data and analyse information Report writing skills Communication Skills with service users and professionals Knowledge of professional practice models and standards Understanding of the value of performance management/ monitoring in Social Work</p>	✓ ✓ ✓ ✓ ✓ ✓	
<p>Provide assistance to any worker involved in an emergency situation and accompany them as required</p>	<p>IT Skills</p>	✓	
<p>Provide advice and guidance to callers to refer them to other appropriate services if their situation does not require an immediate response from the Social Work Service</p>	<p>Demonstrate ability to assess risk and take the appropriate actions to manage risk and keep service users safe</p>	✓	

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Maintain a record of all calls received and action taken using the records database, and prepare professional, statistical and administrative reports as required.	Demonstrated record of taking ownership of problems and working well to ensure solutions Positive approach to problem solving and solution based interventions	✓	
Monitor any planned work and ensure it is completed and recorded appropriately, and where necessary undertake any planned work as required.	Ability to work under pressure in unexpected or difficult situations and to prioritise concerns.	✓	
Undertake work within the Social Work Contact Centre.	Ability to travel and access work locations throughout Fife. Use of a vehicle is essential element of this role.	✓	
Contribute to the development of a high quality professional Emergency Out of Hours Service.	Ability to work shift pattern over days, nights and weekend.	✓	
Undertake any other Social Work tasks not directly associated with the Emergency Out of Hours Service as required by the Team Manager.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title: Co-ordinator of Emergency Out of Hours Service			

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Requirement to work a shift pattern on a rota basis which encompasses both office-based shifts and standby / on-call outwith normal working hours and during public holidays.	Must have a Mental Health Officer accreditation and experience

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.