

<b>POST TITLE</b>	<b>SENIOR SOCIAL WORKER</b>
<b>DIRECTORATE</b>	<b>CHILDREN, EDUCATION AND JUSTICE SERVICES</b>
<b>SERVICE</b>	<b>JUSTICE SERVICES</b>
<b>RESPONSIBLE TO</b>	<b>TEAM LEADER</b>
<b>NUMBER OF POST HOLDERS</b>	
<b>ACTING UP/ SECONDMENT</b>	<b>NOT APPLICABLE</b>

#### **PURPOSE OF JOB**

To ensure that a high quality of practice is provided and maintained, and that appropriate services are delivered to meet service users' needs within the Council's statutory obligations, policies and procedures.

To provide professional support, supervision and leadership to a group of staff, whilst maintaining a direct involvement in social work practice.

To represent and promote the Council at multi-agency meetings, with local community groups and be a department representative at a range of information sharing and risk planning forums.

#### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

##### **Provision of quality justice social work services -management and allocation of work**

- To be accountable for maintaining quality services delivered by the team, developing professional practice and ensuring staff understand their responsibilities in tasks and cases allocated to them.
- To ensure direct services are managed and delivered in collaboration with others on an integrated basis; developing and maintaining good working relationships with various professionals.
- To take responsibility with the Team Leader for managing incoming work, allocation to staff, making effective use of available resources and drawing attention to unmet demands.
- To keep up to date with relevant policy, procedure and legislation as they affect the work of the team, guiding decision making with social workers and other staff members.
- To take lead responsibility with the Team Leader for organising, chairing or taking minutes of inter-agency risk management case conferences and case reviews.
- To establish and maintain effective and responsive office systems and procedures.

##### **Management of staff**

- To be involved in the recruitment and selection of staff, induction and mentoring, identify staff training needs, contributing to training programmes, coaching and supporting staff development.
- To supervise social work and other staff, to ensure they have a clear understanding of their tasks and are supported in accomplishing these, in line with local and national guidelines, accredited standards, policy and procedure.
- To ensure provision of a responsive local on-call (duty) system.
- To audit and monitor quality of work, lead change within the team and develop services positively.
- To address staff disciplinary matters, including conducting Council staff disciplinary investigations

and preparing a report for the Senior Manager and HR.

### **Direct social work practice**

- Direct service user contact is necessary to support staff working with challenging service users, to cover for leave/sickness or other temporary absence, and in coaching and mentoring staff.
- The post holder may be required to carry a small caseload of more complex cases, unless the demands of the service dictate that involvement in practice should be in some other form.

### **Child and adult protection responsibilities**

- To undertake Council Officer tasks in relation to adult protection concerns including decision making in relation to Inter-Agency Referral Discussion (IRD), conducting these with officers and staff from Police Scotland the NHS, recording these as appropriate on CEC databases in accordance with standards.
- To chair adult protection case conferences and reviews and take the lead in decision making. This includes decisions relating to immediate safety planning and the possible need for emergency protection measures for adults.
- In relation to children, be responsible for participating in discussions including those relating to immediate safety planning and the possible need for emergency protection measures for children.

### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- Recognised social work qualification and registration with the Scottish Social Services Council
- Candidates are required to join the PVG Scheme/ undergo a PVG scheme update prior to a formal offer of employment<sup>1</sup>.
- Able to evidence considerable, varied experience and established competence as a social work practitioner.
- Ability to assess complex information, contribute to team management decisions, to develop consensus on risk management, and take a lead role in monitoring and reviewing risk.
- An ability to develop, maintain and communicate with a wide range of partners and stakeholders including those where there may be conflicting priorities and values, to promote effective joint working including Procurators Fiscal, Sheriff Clerks, Parole Board, service users, carers/family members and colleagues working in the voluntary sector.
- Comprehensive knowledge of relevant legislation, National Outcomes and Standards, public protection and other departmental policies, practices and procedures.
- Ability to organise and prioritise including good administrative and IT skills.
- An ability to lead and manage staff with a personal style, which is likely to induce staff confidence, supporting, enabling and encouraging them to provide good quality standards of care and service.

### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

- Regular adherence to short externally prescribed timescales, requiring regular reprioritisation of workload
- Exposure to individuals in distress, in crises and engaging in self harming behaviours, and likely exposure to verbal aggression and hostility that requires staff resilience in assessing and responding to these
- Providing support and guidance to staff who may be negatively impacted by trauma work.

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<sup>1</sup> This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- The post holder will be required to line manage staff up to a total maximum of 8.

#### **RESOURCES**

- Authorisation of payments to persons in need within agreed departmental limits.

#### **HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).