

POST TITLE	SOCIAL WORKER
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	ADULT SOCIAL CARE
RESPONSIBLE TO	SENIOR SOCIAL WORKER
NUMBER OF POST HOLDERS	
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To deliver a high, quality, responsive professional social work service to our most vulnerable citizens, in accordance with current legislation, Council and / or EHSCP procedures and standards and under the expectation and standards of a professional registration with SSSC. To fulfil the statutory role of a social worker undertaking a comprehensive range of social work tasks including person centred assessment, risk assessment including adult protection, care planning and care management, and to ensure the best possible outcomes for people utilising a multi-disciplinary approach. To work within the framework of engagement as detailed in EHSCP Strategic Plan e.g. Three Conversations and Home First.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- To work collaboratively with people requiring our service and their family's/loved ones/carers to understand their personal situation
- To support people at risk of harm under Adult Support and Protection using the frameworks and policies adopted within CEC and EHSCP.
- To undertake the duties of an approved council officer including guardianship supervisor and supporting people subject to Corporate Appointeeship.
- To undertake assessment and care management across all service user categories and areas promoting a multi-disciplinary approach that is inclusive and rights based.
- To participate in the duty rota and undertake emergency social work activity as appropriate
- To identify and access appropriate resources to meet identified and assessed need including financial resources.
- To understand and deliver services within the framework of Three Conversations and Home First model.
- To contribute to case conferences, case discussions, court hearings and various other meetings on an agreed basis with your line manager providing reports as required.
- To record and report in a manner that is accurate, complete and conforms to the Councils requirements and the requirements of a registered professional.
- To meet the key performance indicators and performance standards relevant to your role and will be dependent on which team you work in.
- To represent the interests of the Council and EHSCP in all dealings with the people we support and their families/loved ones/carers.
- To develop strong work relationships with providers and our third sector colleagues.
- To take ownership and responsibility for your own knowledge, learning and understanding of current and innovative practice to improve you and your team's practice in conjunction with your supervisor and with relevance to the work you are doing

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

- This is a qualified social worker post so a recognised and appropriate social work degree or post graduate qualification is needed
- As a registered professional this post requires you to meet the professional standards of a social worker as prescribed by SSSC .
- The post requires a good understanding of relevant legislation, statutory requirements and good social practice, knowledge and theory.
- The post requires knowledge and understanding of adult support and protection, child protection and risk assessment and management and to an ability to help people understand and manage risk, conflict and needs.
- The post requires problem solving skills and an ability to innovate and use resources in an imaginative way that best achieve good, person centred outcomes for people, within the constraints of the service and while following policies and procedures.
- The post requires an ability to understand complex situations and to be able to articulate those verbally and in writing
- The post requires good interpersonal skills developing positive, supportive and motivating relationships with people who use our services and an ability to engage and negotiate with people. An ability to have difficult conversations with people.

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

- The post will work to established deadlines which will involve frequent reprioritisation of work and conflicting priorities. You will be responsible for managing your time and working in a busy, sometimes stressful environment.
- The post will have some requirement to take care in relation to the working environment, work activities and dealing with people who may be upset, angry or show other challenging behaviour or attitudes and you need to maintain emotional resilience in potentially upsetting circumstances.
- The post requires lone working and the requirement and expectation is that you follow the lone working guidance as detailed within your work environment and to ensure your own personal safety.
- The post will be exposed to some physical demands these will be predominantly within the range of normal office based activities but do include regular data input into computerised case files and other databases.
- The post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities and you may be asked to work in a hospital or care home environment and to visit people in their own homes.

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

Not relevant for this post

RESOURCES

The post will be responsible for making recommendations to purchase support and services based on current eligibility criteria and our current funding framework. The post will be responsible for identifying informal supports through Third Sector and other charitable organisations.

HEALTH AND SAFETY

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](#).

NB: The total length of the JD should be 2 pages. It is therefore important to be concise when summarising the duties and requirements of the post