

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

PURPOSE OF JOB

To support people, in prison or the community, on a statutory or voluntary basis, contributing to safety planning, risk assessment and risk management services and interventions, to reduce reoffending, vulnerability and harm and support desistance and wellbeing. Contribute to the provision of agreed priority work and/or accredited programmes.

Justice social work services are provided within the framework of the Social Work (Scotland) Act 1968, National Objectives and Standards for Social Work Services in the Criminal Justice System, and Council policies and guidelines.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- To represent the Council by assisting in providing a social work service on a statutory or voluntary basis
- To provide services on an individual or group work basis, and carry a case load, as required
- Undertake assessments and provide reports to Court and other professionals, as required
- Participate in formal meetings and reviews, where verbal and written feedback may be required
- Deliver group and one-to-one interventions, including accredited services and interventions, where required
- To undertake tasks, such as participate in duty rotas, Court cover, and apply measures of change, as directed by the senior social worker
- To undertake a range of assessments and to contribute to risk assessment and management, as directed by the Senior Social Worker
- To liaise with other agencies and professionals in the community and prison-based settings as appropriate
- To work routinely and collaboratively with all colleagues within and out with Justice services
Undertake work in line with relevant legislation, public protection and other national and departmental policy and procedures, including National Outcomes and Standards for Social Work Services in the Justice System and accredited standards and manuals, as appropriate.
- Contribute to the multi-agency assessment and management of risk ensuring robust information exchange and joint working with other professionals and external partner agencies, as directed by the Senior Social Worker
- To support individuals, provide practical support and information, to liaise with partner agencies e.g., housing, mental health and substance use services and to promote engagement with a range of services.

- Negotiate services in order to respond to issues related to, for example, housing, parenting, substance use, mental health and welfare rights
- Maintaining up to date knowledge of the justice system and legislation impacting domestic abuse approaches, and public, adult and child protection, promoting and developing high standards of practice
- Attend and participate in team and other meetings, duty systems and trainings as required.

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

- HNC in Social Care or equivalent, and extensive experience of working in care or justice settings
- Undertake training to maintain the skills and knowledge required for this post, with the approval of the Senior Social Worker
- The postholder will be expected to undertake vocational training in appropriate fields, to assist professional development and the delivery of the service, if necessary.
- Candidates are required to join the PVG Scheme/ undergo a PVG scheme update prior to a formal offer of employment
- Determine the priority of day-to-day tasks
- Make assessments and decisions regarding whether a person requires referral to another agency
- Develop and maintain working relationships with a wide range of professionals and service support staff in other social work teams, Police Scotland, Health and third sector partners
- Making decisions in conjunction with the senior social worker, in complex situations where there are high levels of risk to people, working closely and jointly with other professionals
- Knowledge and understanding of the causes and consequences of trauma, and will practice in a manner that takes account of this, consistently maintain professional boundaries
- Maintain knowledge of the legal and statutory contexts of working with adult and child protection and public protection
- Responsible for creatively applying the use of self in groupwork whilst adhering to manualised group and course content, aligned with the theoretical and research base
- Use pro-social modelling techniques and trauma informed practice to engage, interact with and motivate people we work with to engage with individuals or group interventions and the wider service
- Ability to recognise when a task goes beyond the scope of the job or when professional social work knowledge and skills in assessments are required.

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

- Direct and routine exposure to reports of abuse and violence perpetrated or experienced by people who use our services assessing and responding to individuals who may be in distress and in crises, which requires staff resilience
- Periods of intense concentration in working with people whose behaviour can be challenging, managing sensitive information that can be distressing and dealing with the physical demands of engaging for lengthy periods of time, in group and one-to-one settings with adults with complex presentations.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF) This post holds no line management or supervisory responsibilities.

RESOURCES

- To support other team members in the delivery of individual and group work, including management of equipment, rooms and other practical tasks related to the delivery of the service
- Be responsible for updating and maintaining information related to people who use our services, of a confidential and sensitive nature.

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](#).