



## JOB DESCRIPTION

<b>Post title</b>	Social Worker
<b>Division / Section</b>	
<b>Department</b>	<b>Health and Social Care</b>
<b>Responsible To</b>	Senior Social Worker
<b>Number of post holders</b>	
<b>Acting up/ Secondment</b>	

### Purpose of Job

To deliver a professional social work service in accordance with current legislation and Council procedures and standards. The post holder will be required to participate in the delivery of a responsive and needs led service to all service user groups, ensuring that the appropriate safeguards are in place.

To fulfil the statutory role of professional Social Worker undertaking a comprehensive range of social work tasks including: needs assessment, risk assessment, care planning and care management and joint work with other agencies as required.

To work with other professionals and agencies to ensure an effective multi-disciplinary approach in providing a high quality, responsive service.

### Major Tasks

1. Direct social work practice (80%)
2. Training and development (5%)
3. Role in child or adult protection incidents and concerns (15%)

### Job Activities

Direct social work practice

To achieve and maintain a high standard of professional practice which demonstrates good standards of care and service.

To record and report in a manner that is accurate, complete and conforms to the Council's requirements.

To undertake assessment and care management arrangements across all service user categories promoting a multi-disciplinary approach to service user needs.

To carry an agreed caseload as allocated by the line manager, taking responsibility for organising and prioritising own caseload and workload management.

To identify and access appropriate resources to meet identified needs.

To develop care plans in consultation with service users and their carers.

To liaise and reach appropriate decisions with other professionals and agencies on practice matters, ensuring a responsive, relevant and constructive multi-disciplinary approach.

To contribute to case conferences, case discussions, children's hearings, court hearings and various meetings as appropriate on an agreed basis with the line manager providing reports as required.

To authorise payments to people in need as per the Council's scheme of delegated responsibilities.

To attend team and any other relevant meetings.

To represent the interests of the Council in all dealings with service users, carers, multidisciplinary staff and other professionals.

To undertake the duties of an approved council officer

To fulfil statutory requirements of a Mental Health Officer

To collate clients' financial information and determine appropriate course of action

### Training and development

To maintain a good working knowledge of relevant legislation, statutory requirements and Council policies and procedures.

To complete the Council's mandatory Adult Support and Protection training

To participate in appropriate personal and professional development and training opportunities, maintaining a Continuous Professional Development Portfolio

To participate in formal supervision sessions/ PRD as required.

To identify and complete training as determined by SSSC

To identify and raise child and / or adult protection concerns with the line manager and to recommend the need for initiating either a child or adult protection enquiry and/or investigation.

To comply with Adult protection / child protection procedures in undertaking investigations

### **Supervision and Management of People**

No direct staff responsibility.

Assist with informal training/mentoring of peers and students/sharing of good practice.

### **Creativity and Innovation**

Ability to use social work resources imaginatively and to develop individual support based on the needs of the individual.

Ability to understand issues and problems as they arise, both of a complex and simple nature.

Flexibility and autonomy to consider options, ability to set realistic objectives and tenacity to maintain these, and re-appraise them when necessary.

To use a range of skills to address the sometimes conflicting interests of the service user, carer, other agencies and the wider community.

Identifying problems and determining and applying solutions.

Developing care plans to meet assessed need

Exploring options and choices

Providing input to service development plans, practice and procedures

Conflict resolution

Engaging with a diverse group of people

Frequent work in new and challenging situations

Creative and innovative input in a number of diverse subjects

Working in complex emotional situations

Assisting service users in understanding risk conflict and needs

### **Contacts and Relationships**

Manage a range of complex and contentious matters that require support persuasion and advocacy with outcomes that can have significant implications

Contacts will include:

- Service users and their carers/families
- A wide range of staff in other Council departments.
- NHS staff, including: GPs, community nurses, hospital staff,
- Police
- A wide range of community based organisations and their staff
- Service providers from across statutory , voluntary and private sectors
- Mental Welfare commission
- Care Inspectorate
- Staff within the criminal justice system
- Staff in other local authorities

### **Decisions (Discretion)**

Assessing client need and determining care plans.

To identify adult protection / child protection concerns and take appropriate action

Responsible for workload in consultation with line manager.

To make decisions regarding service user eligibility for services

Make decisions re loss of liberty for an individual committed for treatment under mental health legislation

To determine the appropriateness of the provision of financial assistance within legislative and departmental agreed limits

To advise line manager when a situation may affect the interests of the Council and when senior managers should be informed.

### **Decisions (Consequences)**

Daily decisions about eligibility for services; these decisions will determine whether a service user is entitled to receive services.

Identifying adult or child protection concerns and deciding to recommend a case conference or initial referral discussion to line manager, in accordance with Council Policy.

Collaborative decision making at case conferences will impact on action taken and services provided for service users

Collaborative decision making in multi-disciplinary teams/groups

Decisions taken re vulnerable adults / children may have consequences for the individual's safety and welfare

Decisions taken in the role of Mental Health Officer are open to scrutiny by the Mental Welfare Commission and appeal through an independent tribunal

## **Resources**

Recommendations re financial assistance within agreed delegated limits

Recommendations re purchased care and direct payments

To apply for charitable or other funds for service users as appropriate, and to ensure secure arrangements for their disbursement.

## **Environment – Work Demands**

Post holder will require the ability to work frequently in a stressful and busy environment, and take responsibility for individual work.

Working with service users who may present threatening, abusive behaviour

Working to deadlines which involves frequently changing circumstances and conflicting priorities.

Need to input data and accessing computerised records across agencies e.g. NHS or other councils.

## **Environment – Physical**

The nature of this post requires that the post holder is able and willing to work in a variety of settings, including offices, hospitals, courts and service users homes.

Prolonged use of computer

## **Environment – Working conditions**

Post holder will be expected to work contracted hours, however on occasion may be expected to work overtime if an individual case requires.

Exposure during home visits to dirty / unpleasant surroundings / living conditions

## **Environment – Work Context**

Emotionally demanding. Need to maintain emotional resilience.

Regular Exposure to infection

Significant lone working. Substantial demands to personal safety.

Frequently deal with clients/carers/family in their own homes on contentious matters

Working with service users who may present threatening, abusive behaviour

## **Knowledge and Skills**

Degree in Social work or equivalent qualification recognised by the Scottish Social Services Council.

Knowledge of child and adult protection policies, procedures and legislation

Experience in a statutory social work setting

Knowledge of diverse range of relevant. legislation

Advocacy skills

Problem-solving skills

Conflict resolution skills

Registered with the Scottish Social Services Council (SSSC), you will be required to maintain this registration with the SSSC.

Council Officer Accredited training to level 3

Knowledge and understanding of social work legislation, principles and values

Ability to apply social work theory and research to applying solutions to complex situations.

Experience of managing and prioritising own work

Excellent communication skills both verbal and written

Ability to undertake assessments and identify risks

Computer literacy – ability to use data recording and reporting systems.

**Date..... Signed.....(Employee)**

**Date..... Signed.....(Line Manager)**

**Date..... Signed.....(Head of Service)**