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

PURPOSE OF JOB

To work within Justice as a Social Worker undertaking a range of social work tasks with clients in contact with the Justice System, on both a statutory and voluntary basis. To deliver these services in accordance with National Outcomes and Standards for Social Work Services in the Criminal Justice System.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

Assessment

- The preparation of Diversion from Prosecution and Bail Supervision assessments, Criminal Justice Social Work Reports and associated additional assessments; Drug Testing and Treatment Order (DTTO) assessments as requested by courts.
- Provision of Parole and Home Background reports for the Parole Board.
- The completion of a wide range of assessments as required, including suitability for interventions including Unpaid Work, the Caledonian system, and other specialist interventions.
- Contribute to the ongoing assessment of risk in relation to child and adult protection.

Core Activities

- To be responsible for a caseload and engage with individuals on a statutory and a voluntary basis, including those subject to deferred sentence and the supervision of a range of statutory orders including Community Payback/Probation Orders and post release licences
- To be responsible for the review, breach, discharge, transfer and completion proceedings, including providing reports and liaising with Courts, Parole Board and Justice Division, as appropriate
- To support individual clients, alongside a range of professionals and agencies, to enhance motivation, reduce barriers and improve engagement with services, utilising joint meetings, individual work and groupwork provision
- Take a key role in contributing to a range of multi-agency forums in the assessment and management of risk including Risk Management Case Conferences, Child and Adult Protection discussions and Case Conferences and Integrated Case Management meetings
- Undertaking all work in line with relevant legislation, National Outcomes and Standards, public protection and other departmental policies, practices and procedures.

Other Related Activities

To carry out duties that may be required in relation to:

- The provision of support to prisoners' families, to witnesses and victims
- Maintain up to date knowledge of the justice system, current legislation and research informing social work practice, promoting and developing high standards of professional 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)

- 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[1].
- Knowledge of National Outcomes and Standards, social work theory, legislation, social policy and possible explanations for offending behaviour and the ability to apply these to practice
- Ability to assess complex information, engage individuals with complex needs and presentations in ongoing change work, whilst undertaking a range of tasks associated with the assessment and management of risk.
- An understanding of professional and personal authority, how to exercise discretion appropriately, making decisions within the context of line management supervision and professional accountability.
- An ability to communicate and work jointly with professionals, maintaining good working relationships.

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

- Regular adherence to short externally prescribed timescales, requiring regular reprioritisation of workload
- Periods of intense concentration in working with a client group that is frequently demanding and challenging, dealing with the physical demands of interviewing, assessing or otherwise engaging with adults with complex presentations
- 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

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

- This post holds no line management or supervisory responsibilities but can involve supervision of students and coaching of new and non-social work qualified staff.

RESOURCES

- Be responsible for updating and maintaining client information 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

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

- 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.