PRINCIPAL DUTIES & RESPONSIBILITIES

1. To act as the first point of contact and receive / process appropriately all enquires participating in the Duty system as needed

2. To provide information and advice regarding eligibility for services arranged, purchased or provided by Social Work

3. To provide a range of information and advice in response to enquiries.

4. To undertake outcome focused Personal Assessments in accordance with Scottish Borders Council's eligibility criteria for services including self directed support arrangements

5. As part of the Assessment process to undertake appropriate risk assessments and progressing statutory intervention where necessary

6. To complete financial assessments and offer general welfare benefits advice referring on as required

7. To work collaboratively with service users, carers and other appropriate agencies, to identify outcomes and to plan and co-produce a care plan/ support plan

8. To negotiate with a range of providers, both internal and external to the council.

9. To develop packages and support to user needs including self directed supports

10. To prepare and monitor outcome focused support plans identifying the need for individual support, advice or assistance assessed as required

11. To undertake the role of Care Manager and Care Co-ordinator as defined by Scottish Borders Council.

12. To record appropriate information in accordance with Open Access requirements and departmental policies, procedures and standards.

13. To identify unmet need and ensure this is reported using current mechanisms.

14. To be aware of current welfare benefit entitlements in order to maximise service user income whenever possible.

15. In all of the above tasks to empower, enable and promote choice for service users and their carers.

16. To Participate in relevant learning and development opportunities and take responsibility for CPD

17. To maintain an awareness of current legislation applicable.

18. To maintain an up-to-date awareness of the range of resources / providers of service available both locally and nationally.

19. To have a good working knowledge of equipment , minor adaptations and assistive technology for independent living

20. To participate in formal consultation and supervision sessions as required.

21. To work in a multi-disciplinary environment, co-working with other professionals as appropriate

22. To participate actively in all team activities, including team development, training and team meetings.

23. When required, to participate in a range of forums as a representative of Social Work Services.

24. To undertake other such appropriate duties as shall be determined by the Head of Social Work.

25. To comply with the SSSC Codes of practice for Social Service Workers and their employer.

As demonstrated by the range of major tasks and job activities identified, the role of the Social Worker (Learning Disability) is by definition complex, and one which will require individuals to demonstrate a wide range of skills and abilities.

RESOURCE RESPONSIBILITIES:

1. Prioritisation of completing demands
2. Appropriate referral to management for assistance with prioritisation and allocation of duties.
3. Decision related to cost effective service delivery.

OTHER DETAILS:

Supervision will be provided by the immediate Line Manager on a regular basis.

Peer supervision is also available.