

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Social Worker	Post Ref.:	
Section:	Children's Services	Grade:	QSW
Responsible to:	Team Manager		
Responsible for:			

JOB PURPOSE

To provide an effective high quality social work service to children and families. To assist children and families to live safely in the community and so prevent reception into care. To work with children in care towards rehabilitation with their families of origin or towards permanent placement with substitute families.

PRINCIPAL WORKING CONTACTS

Service Manager, Team Manager, other Social Work staff, colleagues from other agencies.

MAIN DUTIES

- 1 To provide a high quality social work service to children, families and other caregivers including a child protection service.
- 2 To be responsible for a varied caseload of children and families and to undertake social work tasks on an individual, joint or group basis as determined by individual need.
- 3 To undertake the full range of social work tasks as required by individual need and the policies, procedures and Operational Procedures of the Department in the best interests of children and families.
- 4 To keep records and prepare reports meeting the requirements of departmental policies.
- 5 To attend and participate in individual supervision, team meetings, case conferences, Children's Hearings, child care reviews and other working meetings as required and implement agreed decisions.
- 6 To participate in and contribute to post-qualification training and to identify training needs.
- 7 To demonstrate respect and sustained concern for children, parents and other caregivers and to safeguard their dignity and rights.
- 8 To ensure that services are non-discriminatory.
- 9 To deputise for the Team Manager as required.
- 10 To form and maintain purposeful links with other agencies and groups in the best interests of children and families.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Social Worker

DIVISION/DEPARTMENT SECTION: Children and Families Service

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Social Work Degree, CQSW, Dip SW, CSS (with appropriate option)	1 st Degree. Post-qualifying certificate/diploma in child protection.	Application Reference
RELEVANT WORK/OTHER EXPERIENCE	Experience of working with children and families. Collaborative work with other agencies. Able to demonstrate knowledge of child care and protection practice and legislation.	Experience in a Children's Services team setting. Experience of Children's Hearing system.	Application Reference Interview
PARTICULAR SKILLS/ABILITIES	Able to communicate effectively with children and families. Able to undertake comprehensive assessments. Able to work to fixed timescales. Able to relate positively with colleagues, in SW and other agencies. Ability to work creatively.	Competent in use of IT systems. Awareness of legislation and procedures relevant to permanence work.	Application Reference Interview
PERSONAL QUALITIES	Understanding of the needs of children who are "looked after". Awareness of models of change. Commitment to engaging families and carers in decision-making processes. Commitment to promotion of positive outcomes for children and young people.		Application Reference Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Availability to work beyond normal hours when needs of children and families require this.	Full, current driving licence (Level 3).	Interview

	Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update. Ability to be registered with the Scottish Social Services Council within a specified timeframe.		
--	--	--	--