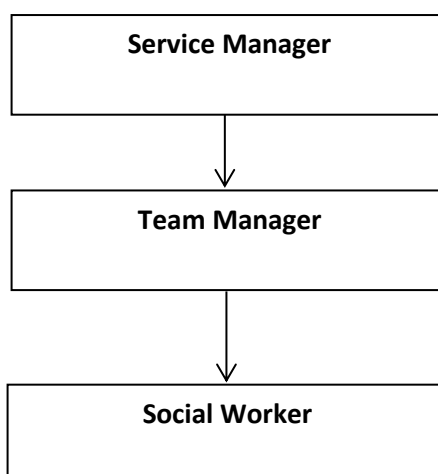




JOB Outline

Post:	Social Worker
Service:	Health & Social Care Partnership
Section:	Children's Health Care and Justice Services Locality Health and Care Services (Mental Health) Locality Health and Care Services
Grade:	G10
Job Purpose:	Protect and promote the welfare and wellbeing of Children, Adults at Risk and Communities through the exercise of Statutory Powers to address complex issues. This is done through the assessment of need, the formulation and implementation of care plans, in conjunction with other external agencies and partner organisations In order to assist with the promotion, delivery and integration of the key objectives in relation to those identified within the Health & Social Care Partnership Plan and the Community Plan.

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. Undertake holistic assessment of needs of individuals and their carers' in conjunction with other agencies.

2. Engage directly with service users, their families and carers and other stakeholders including Education and Health to help support people towards positive outcomes.
3. Formulate and implement the social work component of a Risk Management Plan and take appropriate action where there is concern that a multi-agency plan is not being actioned.
4. Ensure the provision of continuity of care and/or support to service users by adhering to the departments policies and procedures in relation to the protection of vulnerable people.
5. Undertake financial assessments in conjunction with the Council's policy on income maximisation and charging and where relevant to manage budgets related to case/care management activities.
6. Undertake written tasks, including record keeping, reports and assessments as necessary with a specific responsibility to report on any issues relating to the protection of vulnerable people within identified timescales.
7. Contribute to the final decision and recommendations for statutory intervention, drawing on information held by a range of agencies and in conjunction with the Team Manager.
8. Contribute to the Council's strategy for Public and Community Safety with particular emphasis on the need to protect vulnerable people.
9. Contribute as part of a team and, where appropriate, with other disciplines or in multi-disciplinary settings, either within or out with the department.
10. Ensure that all social service employees involved in Statutory Intervention participates in discharging their duties in this area and challenge practice where appropriate.
11. Actively participate in team meetings, working groups etc. at the request of the Team Manager.
12. Ensure day to day and future workload is planned and diary managed effectively.
13. Participate in formal supervision sessions as agreed with the line manager.
14. Undertake learning and personal development activities, including Practice Teaching/MHO/ASP/CP qualification where appropriate, in support of continuous professional development to assist in achieving the department's objectives of delivering quality services and ensure registration with the Scottish Social Services Council (SSSC).
15. Promote public understanding of the Services provided by Social Work.
16. Establish and continuously develop effective engagement between the Service and other Departments, external partners and all other stakeholders by promoting and developing intra-departmental working practices and arrangements.

C. GENERAL RESPONSIBILITIES

17. Contribute to the development of relevant policies, procedures and strategies relating to the area of responsibility and ensure effective and efficient implementation.
18. Manage effectively all resources including equipment and other assets.
19. Utilise Council Services to meet the needs of individuals in accordance with the Council's Financial Regulations to ensure the most cost-effective delivery of services.
20. Utilise and maintain effective information and administrative systems.
21. Promote the health and safety of employees at work and of service users through the implementation of the Partnership's policy on health, safety and welfare at work and Service Health and Safety arrangements in accordance with all relevant statutory requirements, leading by example.
22. Maintain an up-to-date knowledge of best practice within areas of functional responsibility and ensure compliance with all relevant legislation.
23. Ensure that services within the Section are provided within a Best Value/quality framework and that performance is regularly monitored and continuous improvement achieved.
24. Ensure all activities for which the post holder is responsible are delivered in accordance with Council's Equality and Diversity Policies and the statutory and general specific Equality Duties
25. Adhere to the Partnerships service policies and procedures for good records management across the Services, ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements.
26. Develop and foster good working relationships including liaising with employees, external bodies and agencies.
27. Represent the Partnership at appropriate internal and external events and meetings in accordance with the remit and status of the post.
28. To ensure that the Health services are provided within a Best Value/quality framework and that performance is regularly monitored and continuous improvement achieved.
29. Participate in the FACE time process annually in accordance with the Council's procedures
30. Ensure that the Council's Customer Charter is followed in all dealings with the people we serve.

Person Specification

Designation: Social Worker	Post No:
Service: Health and Social Care Partnership	Section:

Attributes:	Essential Criteria	Desirable
Qualifications	- Degree in Social Work, CQSW, DIPSW or equivalent qualification. - Registered with the Scottish Social Services Council (SSSC) or able to evidence in the process of doing so.	- Practice Teaching qualification - Certificate in Child Protection - Mental Health Officer Certificate
Knowledge & Skills	- Able to organise and prioritise workload on a day to day basis - Able to function in an autonomous manner. - Knowledge and practice of various assessment tools. - Possess sound communication skills including ability to record information accurately and timeously. - Able to work in an outcome-focussed way. - Demonstrate a person-centred approach	- Awareness of current legislation and practice within Social Services. - Understanding of Welfare Benefits / Income Maximisation. - An ability to advocate on behalf of service users at hearings/panels and formal meetings such as Mental Health Tribunals. - Good report writing skills.
Experience	- Assessment of need with service user at the centre. - Engagement with service users, carers, families and the wider community. - Working as part of a team to implement a risk management plan.	- Multi-disciplinary working. - Outcomes Focused Assessment. - Assessment of Risk - Impact of abuse on service users.

Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours

Quality	Behaviour
Flexible	Have an open mind and look for better ways of doing things.

	• Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.