

Job Outline

Post: Justice Social Worker

Location: Inverness

Hours: 35 hrs

Duration: Permanent

Cluster: People

Grade: HC09

Contact Name: Sarah Malhan

Contact email: Sarah.malhan2@highland.gov.uk

Job Purpose

- Providing statutory Reports for the Courts and Parole Board.
- Supervising, managing and working with individuals subject to statutory supervision in line with National Outcomes & Standards for Social Work Services in the Justice System (2010) to reduce reoffending, promote social inclusion and contribute to community safety and public protection.
- Contribute to risk management & public protection.

Job Description – Key Duties and Responsibilities

1. Preparing Justice Social Work Reports and reports for the Parole Board.
2. Providing information, advice, and a service to the Courts.
3. Representing Justice Services in the Court setting.
4. Liaison with other sections of Care & Learning as well as other professionals and voluntary/3rd Sector groups.
5. Interviewing offenders/accused persons in Court.
6. To attend training relevant to role. This may be delivered outwith Highland region.

7. Attending prisons, Scotland wide, to interview individuals and attend meetings.
8. Interviewing and supervising domestic abuse perpetrators.
9. Interviewing and supervising individuals who have sexually offended
10. Working with individuals subject to a period of Structured Deferred Sentence.
11. Working with individuals subject to a period of Bail Supervision.
12. Working with individuals subject to Licence Conditions and Community Payback Orders and providing Throughcare services to people in prison and the community.
13. Delivering interventions, including Moving Forward: Making Changes and the Caledonian System.
14. Carrying out risk assessments using accredited tools, e.g. LS/CMI (Level of Service and Case Management Inventory), Risk Matrix 2000, Stable and Acute 2007, SARA.
15. Providing Home Circumstances Reports to prisons.
16. To utilise other services to complement Social Work tasks.
17. To maintain accurate records in accordance with Council Policy and National Outcomes & Standards, including using computers.
18. Attend Team Meetings, Case Conferences, Reviews and other meetings as required.
19. To participate in regular supervision with appropriate Team Manager.
20. To work within the policies and procedures of the Service for Health and Safety.
21. To participate in any other Service duty, including civil emergencies, as required by the Director of Care & Learning.
22. To provide statistical information as required.
23. To undertake the appropriate security vetting (NPPV Level 2) relevant to role.

Other Duties

- The postholder may be required to undertake any other duties appropriate to the level of the post.
- Duties and responsibilities will vary from time to time.

Person Specification

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. You should be registered with the Scottish Social Services Council on the 'Social Worker' part of the Register and as such hold a qualification that is recognised by the SSSC as being equivalent to the Diploma of Social Work (DipSW).
2. IT literate.
3. Full driving licence.
4. Interviewing skills.
5. Assessment and analysis skills.
6. Excellent communication, verbal and written – particularly report writing.
7. Confidence in public speaking (e.g. speaking to a written report in court).
8. Ability to balance care with authority.
9. Ability to act on own initiative.
10. Ability to work in depth with people, delivering offending-related programmes & interventions.
11. Ability to cope with stress.
12. Able to work to deadlines.

Desirable Attributes

Ideally you will be able to provide evidence of the following:

1. Experience of working with individuals on statutory supervision in a justice setting.
2. Trained and accredited in the delivery of Moving Forward: Making Changes and the Caledonian System programmes.
3. Trained and accredited in the following risk assessment tools – LS/CMI; Risk Matrix 2000/Stable & Acute 07.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

spectrum
.life

vivup

Healthy
Working
Lives

EQUALLY SAFE AT
WORK
DEVELOPMENT

disability
confident
LEADER

ARMED FORCES
COVENANT
EMPLOYER
RECOGNITION
SCHEME
GOLD AWARD

happy to
talk flexible
working

We are a
**Living
Wage**
Employer

myjobscotland