

Job Profile

July 2024

1. JOB IDENTITY

Post Title:	Social Worker	Service:	Health & Social Care
Section:	Criminal Justice	Grade:	Practitioner K
Reports to:	Team Manager		

2. JOB PURPOSE

- Provide a professional social work service to adults involved in the Criminal Justice System in Aberdeenshire, by undertaking a full range of criminal justice social work duties and working collaboratively with clients who have complex risks and needs to address offending behaviour.
- Work in partnership with relevant professionals, other agencies and the wider community whilst adhering to all applicable legislation and Aberdeenshire Council policies and procedures, including both statutory and non-statutory requirements and Community Justice Priorities.

This role will require flexible, evening and weekend working.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Prepare Court reports and risk assessments in line with statutory requirements from the Court, manage Court Orders in line with National Outcomes and Standards and exercise Breach proceedings where appropriate.
- Prepare Home Background and Home Leave reports as requested from the Scottish Prison Service, and make appropriate recommendations in relation to licence conditions
- Deliver structured programmes of intervention, through individual or group work as appropriate
- Undertake assessments of service user suitability for programmatic work
- Application of professional interviewing techniques, information gathering, assessment and therapeutic intervention directly with clients
- Multi agency working in line with MAPPA, Child Protection, and any other relevant processes.
- Prepare, implement and review risk assessments and case management plans, which inform risk management plans
- Maintain both electronic and written case and administrative records in accordance with statutory requirements and Aberdeenshire Council's policies procedures, and in line with Data Protection
- Input into the development of service strategy and policy, including Community Justice Priorities for Aberdeenshire.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- BA Degree in Social Work, Diploma SW or equivalent qualification
 - On appointment all Newly Qualified Social Workers will be required to attend Aberdeenshire Council's Mandatory Newly Qualified Social Work programme as well as present their Individual Learning Plan (ILP) to the Line Manager.
 - All Social Workers must be registered with the SSSC before being appointed.
 - Evidence of continuing professional development
- Desirable:**
- Specialist qualification in criminal justice related field
 - Specialist training in criminal justice, and/or transferable training to criminal justice

5. EXPERIENCE

- Essential:**
- Experience of working directly with service users, their families and carers.
 - Experience of working in social work community-based settings
 - Experience of working as part of a team and on own initiative
- Desirable:**
- Experience of working within criminal justice services
 - Experience of statutory work, interviewing, assessing and report writing

6. KNOWLEDGE AND SKILLS

- Essential:**
- Knowledge of practice, policy, procedures and legislation relevant to criminal justice with the capacity to absorb legal and procedural information
 - A reflective practitioner who is able to continuously update their skills and knowledge
 - Strong observation, analytical and listening skills, assessment and Report writing skills
 - The ability to balance care and control in a criminal justice role
 - The ability to negotiate, mediate and interpret information on behalf of service users
 - Demonstrate resilience, flexibility and ability to work purposefully under high degree of pressure
 - Team player, but able to work under own initiative with high degree of confidentiality and integrity
 - Excellent organisational, interpersonal, communication and negotiating skills with the ability to work to tight and often conflicting deadlines.

Desirable:	• Ability to demonstrate a commitment to and competence in quality service delivery through continuous improvement • Ability to use new approaches in line with innovation in their work area
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7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post