

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Social Care Officer	Post Ref:	
Section:	Children's Residential Services	Grade:	6/7
Responsible to:	Team Manager/Residential Resource Worker		
Responsible for:			

JOB PURPOSE

Assist in the creation and maintenance of a high quality care environment in which children and young people are offered safety and security to grow, to help children and young people to make use of services and information as appropriate to their full advantage and to assist in the promotion of effective communication by and with children and young people to this end.

PRINCIPAL WORKING CONTACTS

Parents, carers, families, neighbours, Service Managers, fieldwork staff, resource workers, health, education, Police and any other relevant agencies.

MAIN DUTIES

Assist with the case management of individual children and young people and provide practical support and supervision as necessary.

Assist in the provision of care and support to children and young people and their carers by participating in the execution of care plans in respect of specific children and young people.

Contribute to the gathering, maintenance, monitoring, presentation and verification of information concerning specific children and young people and ensure that this information is available to senior colleagues.

Participate in providing 24 hour care for young people by involvement in duty rostering according to the needs of children and young people in the unit.

Participate in team development and personal development programmes and make use of appropriate staff training, appraisal and formal assessment opportunities under the Scottish Vocational Qualifications scheme at Level III.

Accept delegated responsibilities, from senior colleagues, for maintenance of high standards of care and appropriate discipline and ensure that the fabric of the buildings and contents are kept in satisfactory order.

Assist in the preparation and provision of agreed individual development activities for children and young people in accordance with care plans.

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 Care Officer

DIVISION/DEPARTMENT SECTION: Children and Families Service

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Ability to undertake HNC and SVQ Level 3 training Any other relevant qualification which provides evidence of academic achievement equivalent to or above SCQF Level 7 3 National 4s, or equivalent		Application
RELEVANT WORK/OTHER EXPERIENCE	Experience & understanding of working collaboratively with children & young people & their families & carers. Experience of working effectively in a team.	Experience of working with children & young people in a residential setting. Experience in child-care planning. Experience of working with other agencies.	Application Interview References
PARTICULAR SKILLS/ABILITIES	Good communication skills (both written/verbal). Understanding the emotional practical & social care needs of young people Ability to undertake Moving & Handling procedures. Ability to undertake CALM procedures.		Interview References
PERSONAL QUALITIES	Self motivated. Self reliant. Committed to high standards of care for children & young people.	Creative	Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to work a three shift system including waking nights Registered with SSSC within a specified timescale. Member of PVG Scheme or ability to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.	Flexibility	Interview