

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Social Worker	Post Ref:	
Section:	Community Justice Service	Grade:	9 + MS
Responsible to:	Team Manager		
Responsible for:			

JOB PURPOSE

To provide an effective high quality service to individuals and their families. Use professional social work skills to assess risk and need and provide supervisory, preventative and rehabilitative approaches to reducing reoffending. Undertake a range of statutory duties for which the Social Work Department is responsible. To represent the service in a range of settings including Court.

PRINCIPAL WORKING CONTACTS

Social Work staff, Social Managers, colleagues from other agencies, Sheriffs, Clerks of Court.

MAIN DUTIES

To be responsible for a caseload which will be allocated and monitored by Team Manager.

Undertake the full range of social work tasks as required by individual need, the policies of the Department and National Objectives and Standards for Social Work in the Criminal Justice System.

Keep records according to the requirements of departmental policy and undertake written reports for specific purposes.

Participate in individual supervision and team meetings as a means of maintaining individual and team development, and improving standards of practice.

Participate in post-qualification training as required and develop specific skills as required by the needs of the cases supervised and the job purpose identified above.

Assist in developing community initiatives to promote community safety and liaise with other voluntary and statutory agencies as necessary to achieve the outcome of reducing reoffending.

To take personal responsibility to keep informed of practice developments within Criminal Justice Social Work.

To deputise for the Team Manager as required.

To form and maintain purposeful links with other agencies and groups in the best interests of individuals and their families.

To participate in a system of duty cover for the service which may include attendance at the

Court to represent the service.

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: Community Justice - Children and Families

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Degree in Social Work, CQSW, Dip Social Work, CSS.	Post-qualifying training in post related subject.	Application References
RELEVANT WORK/OTHER EXPERIENCE	Experience of working adults / children & families. Collaborative work with other agencies.	Experience in a Criminal Justice Social Work Services setting.	Application References Interview
PARTICULAR SKILLS/ABILITIES	Able to communicate effectively with individuals and their families. Able to undertake assessments of risk and need. Able to work to fixed timescales. Able to relate positively with colleagues across agencies. Ability to work creatively.	Knowledge of the Criminal Justice System. Awareness of legislation, procedures and National Standards relevant to Criminal Justice Social Work. Understanding of effective approaches to reducing reoffending.	Application References Interview
PERSONAL QUALITIES	Commitment to promotion of positive outcomes for individuals. Personal confidence. Able to remain calm under pressure.	Flexibility. Use of initiative.	Application References Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Availability to work beyond normal hours when needs of the service and service users require this. 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 register with the Scottish Social Services Council within a specified timeframe.	LSCMI/SA07/RM2000 trained Full, current driving licence (Level 3).	Interview