



JOB PROFILE

Senior Social Worker

Incorporates

Section 1	Post Descriptor
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SECTION 1: POST DESCRIPTOR

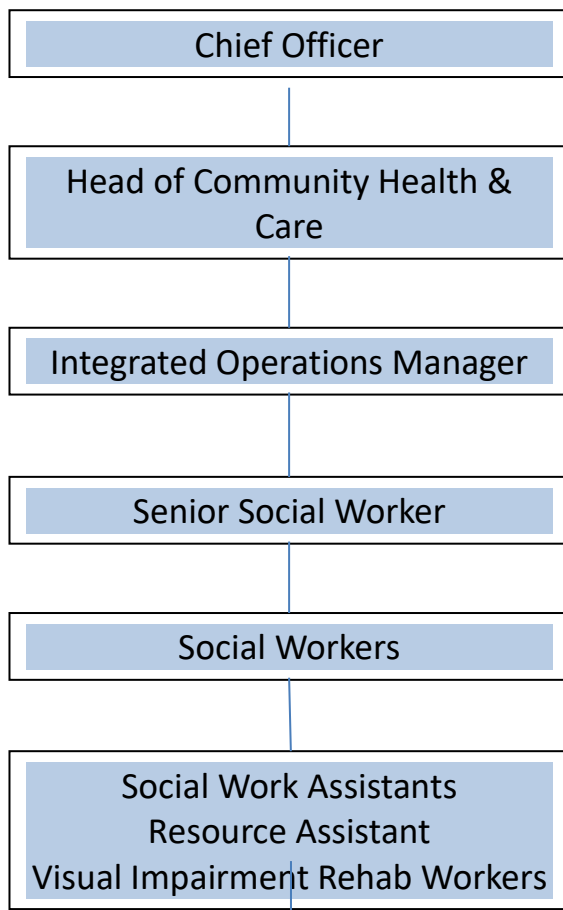
1. JOB DETAILS	
Job Title: Senior Social Worker	
Department: Health and Social Care Partnership	Section: Community Care Adult Social Work Services
Reports to: Integrated Operations Manager	Grade: 9
Position Number: SW1453	
2. JOB PURPOSE The Senior Social Worker for Community Care Adult Social Work Services within West Dunbartonshire's HSCP will manage and co-ordinate the delivery and development of Integrated Health and Social Work services. The post holder will provide services within relevant legislation, policies and procedures.	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities) Budget: Request and authorise spending raising orders, authorising orders and authorising invoices up to £30,000. Staffing Direct: Responsible for day-to-day professional management and supervision of social workers and social work assistants, ensuring accountable effective service delivery and performance development needs of staff. The Community Care Adult Teams consists of Social Workers, Social Work Assistants, Occupational Therapists, Occupational Therapy Assistants, Physiotherapists, Nurse, Dietician, Rehabilitation Support Workers and sensory impairment staff. The post holder will be expected to share the first line management of this inter disciplinary team with Team Lead Health and Senior Occupational Therapy colleagues. The post holder will work effectively with other agencies and third sector partners to ensure integrated working practice and processes are in place. The post holder will be expected to work within the guidelines of HR policy and procedures as part of team management responsibilities	

Staffing Indirect:

The Senior Social Worker will work closely with other senior staff in health and social work and provide cross cover, allocate cases and provide advice and support to the wider integrated team within the HSCP. The post holder will be expected to participate in the day-to-day manager's duty rotas. The post holder will also be expected to oversee student placements in the team

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

West Dunbartonshire has a diverse population of approximately 90,000 and covers two distinct localities. West Dunbartonshire Community Health and Care Partnership employs more than 2,000 staff and manages services of various client groupings. The HSCP has established links with the acute sector, the third sector and a number of independent contractors.

Community Health and Care Services within the HSCP are fully integrated. The Community Care Team consists of social work and health staff. The team offers services to individuals and their carers aiming to maximise individuals' health and well-being and promote safety and independence through a co-ordinated multi- disciplinary / agency approach.

The integrated team works in line with the HSCP's objectives to support individuals to remain residing at home or in a homely setting.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- To work within the framework of relevant legislation, policy and departmental procedures in the delivery of services through Community Health and Care Services
- To record all work undertaken in accordance with Departmental Procedures
- To work within relevant assessment frameworks, risk assessment, legislation, policy and departmental procedures in the delivery of services
- To manage service provision to adults and older people (duty) referred to the service
- To manage a team of qualified and unqualified staff daily in terms of general management and within the delivery of their duties.
- To oversee the caseloads of the team and support workers to ensure that cases are reviewed and discharged as required
- To provide formal supervision sessions with staff as required ensuring that it is undertaken in line with department guidelines/policies
- To ensure that personal development plans are in place for all staff and that these are implemented, recorded and reviewed in line with departmental guidelines/policies
- To be involved in all aspects of HR policies and procedures in terms of effective time management. To note and/or record concerns and seek support of HR and the Integrated Operations Manager as required
- To ensure that staff meetings are held regularly with the team and information is shared and recorded in minute form.
- To undertake such training programmes as required in accordance with personal development plan
- To employ negotiation and use of persuasion where appropriate
- To represent the Integrated Operations Manager as required
- To undertake such duties as maybe required by the exigencies of the service
- To comply with all associated organisational health and safety requirements
- To manage and participate in a duty system / rota as required
- To promote and enhance collaborative and integrated working practices across Community Health and Care Service delivery
- To be responsible for statutory functions in the team including Child Care/ Child Protection, Adult Support and Protection and Adults with Incapacity matters. To provide advice/guidance to the team on these matters and seek advice from the Integrated Operations Manager and/or other professional colleagues as required. To appropriately record/document any such concerns.

- To be responsible for auditing the work of the team using appropriate frameworks. To provide regular updates to the Integrated Operations Manager on audit performance and standards
- To promote recording standards in line with national and local policies and performance indicators
- To promote social inclusion
- To contribute directly to the design and development / improvement of the service
- To identify gaps in service provision
- To contribute to strategic development in Community Health and Care Services

7. PROBLEM SOLVING

The post holder will be expected to have a degree of problem-solving skills that can be utilised as part of the Senior Social Worker role. The post holder will be expected to manage complex people management issues, using different resources and departmental colleagues to identify creative ways to achieve positive outcomes in different situations.

The post holder will be expected to use analytical thinking to identify and understand complex issues and use planning, influencing and/or negotiation skills to develop solutions and/or issues in relation to the responsibilities/duties of the role.

8. PLANNING

The post holder will identify any service gaps in relation to the care management side of the Community Older Peoples Team with other colleagues and/or the Integrated Operations Manager as required, developing strategies to address/overcome/achieve service delivery objectives.

The post holder will be expected to contribute to departmental Service Improvement Plans to meet objectives set for the Community Older Peoples Team. The post holder will contribute to the strategic planning of the service through considering areas for continuous improvement in line with audit, quality assurance and performance standards whilst planning how to monitor, review and implement identified improvements and established areas of work. The post holder will plan to resolve conflicting priorities to achieve the delivery of results to meet team objectives within desired timescales.

The post holder will work with the Integrated Operations Manager to jointly develop team strategies and plans necessary to support the delivery of work, key projects and performance targets, whilst identifying workforce development plans and strategies to meet current and future service challenges and needs.

9. ASSIGNMENT AND REVIEW OF WORK

The post holder reports to the Integrated Operations Manager and works in conjunction with the health and occupational therapy seniors and a wide range of multi-disciplinary professionals to deliver on HSCP priorities and objectives.

Annual objectives are jointly agreed with the Integrated Operations Manager but within this context there is a broad framework of delegated authority to develop and progress initiatives autonomously.

Work is largely driven by the need to develop Community Health & Care Services and uphold a health and social care integrated working approach. Work is also driven through new or amended legislation or regulatory requirements i.e. Delayed Discharge Targets.

Work is reviewed regularly and formally appraised annually by the Integrated Operations Manager in line with the local Performance Management Scheme.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

Communications are largely with multi-disciplinary colleagues within the service and departments within the organisation i.e. third sector organisations and care homes as a requirement of integrated working and effective communication. For example, team meetings, referral meetings, case reviews, discussions, forums, etc.

As part of the supervisory/managerial role in the team, strong communication links will be required with the HR team, Occupational Health and Trade Union colleagues as required regarding staffing matters.

External communications and working relationships:

Liaison with other professionals, third sector partners and other local authorities will be required as part of the Senior Social Worker role.

The Senior Social Worker will be expected to attend and/or chair meetings out with the service as requested as representative of the team. The Senior Social Worker may also be required to deputise for the Integrated Operations Manager.

11. DECISION MAKING

The post holder operates within a framework of Community Care legislation and policy. Statutory legislation such as Social Work (Scotland) Act 1968, Adult Support and Protection (Scotland) Act 2007, Adults with Incapacity (Scotland) Act 2000 and The Children (Scotland) Act 1995 are all relevant pieces of legislation underpinning community care work. The post holder will also be expected to work within the framework of the relevant policies (NHS and Local Authority).

The post holder will be expected to develop innovative and pragmatic solutions to complex problems and/or issues that may arise as part of the Senior Social Worker role. Support and guidance can be given by the Integrated Operations Manager as required.

Within the framework of agreed objectives, the post holder will progress most initiatives in line with senior team colleagues, department managers and the Integrated Operations Manager.

12. MOST CHALLENGING PART OF THE JOB

Promoting integrated working across Social Work and Health as part of an Integrated Health and Social Care Partnership. Contribute to the development and management of services to people with changing needs and about whom expectations both politically and within communities fluctuate and present challenges.

Keeping abreast of changes in relation to policy and practice and also in line with changes to legislation frameworks and Scottish Government Policy and Guidelines and targets.

13. GENERAL

Disclosure/PVG membership: This post requires a PVG check - Adults

Politically Restricted Post: Post is not politically restricted

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

· **Skills Passport A** – New Entrant Employee Passport Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;

Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

· **Skills Passport B** – WDC Employee Passport
Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

In line with Scottish Social Service Council (SSSC) requirements undertake Continuous Professional Learning (CPL) to maintain and improve your knowledge and skills and contribute to the learning and development of others.

To maintain a formal record of your own Continuous Professional Learning which can be discussed and reviewed with your supervisor.

Child Protection and Adult Support & Protection Council Officer Training.

Post Descriptor Reviewed by: Integrated Operations Manager Date: 25/09/2026

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
CQSW, DIPSW or equivalent	
SSSC Registered Social Worker	
Training	
Experience	
Up-to-date knowledge of current legislation eg. AWI, ASP	
Experience in Supervision of staff	Previous experience in an Integrated Team
Substantial post qualifying experience as a Social Worker	
Experience in chairing multi disciplinary meetings	
Knowledge and Skill	
Strong Interpersonal Skills	Clean driving licence
Experience in areas where conflict may arise	Experience and Knowledge of Carefirst System.
Working Knowledge of Health & Safety	
Good Presentation and Written Skills	
Ability to demonstrate good IT skills	
The ability to prepare reports on complex issues at short notice within set timescales and in accordance with Departmental Standards	
Ability to plan, manage and monitor workloads on a daily basis while balancing conflicting priorities and meeting strict deadlines.	
Additional Job Requirements	
Motivated to promote integration and to develop positive working relationships within and out with the organisation.	
To undertake relevant training	
Flexible approach	