



SOCIAL WORKER

JOB PROFILE

Incorporates

Section 1	Post Descriptor
Section 2	Person Specification

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Social Worker

Department: Community Health & Care Partnership (CHCP)

Section: Community Care

Reports to: Senior Social Worker

Grade: 8

Position Number: SW2436

Gauge Reference:

2. JOB PURPOSE

- To provide an assessment and care management service to individuals in a care setting within West Dunbartonshire and their carer's to be carried out within the framework of legislation, relevant policies and procedures.
- To provide and review individual packages of care
- To promote social inclusion and health and well being of individuals.

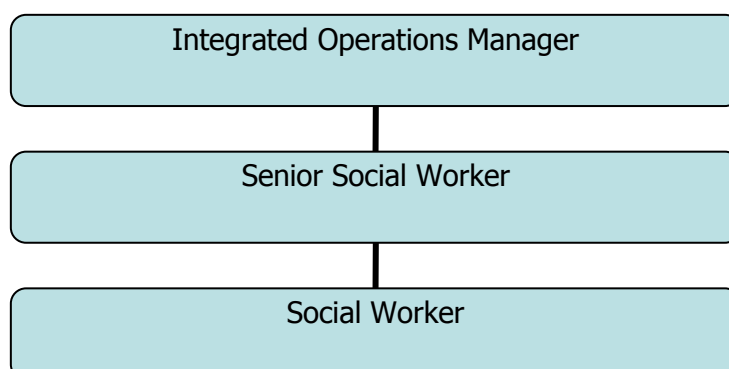
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities)

Budget: N/A

Staffing Direct: N/A

Staffing Indirect: N/A

4. ORGANISATIONAL CHART (shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

Community Health and Care Services within West Dunbartonshire CHCP offers a service to adults and their carer's through a single point of entry to access multi-disciplinary services.

To maximise their health and promote independence through a co-ordinated approach by all disciplines.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- Provide assessments for adults and their carer's
- To arrange, care manage and review care packages
- To participate in the duty system as required
- To review individuals currently in care and will include those who are subject to legislation under Adult with Incapacity and Adult Support & Protection
- To monitor reviews carried out by private sector establishments
- To liaise with other departments, colleagues and agencies where appropriate
- To compile and provide reports where necessary
- To accurately record work undertaken in line with case recording standards
- To attend and participate in training opportunities
- Attend and participate in meetings
- Undertake further duties as may be required by the exigencies of the service
- Participate in Supervision and Performance and Development Planning
- Ability to communicate effectively
- Ability to prioritise and time manage your own caseload

The above activities would be used to achieve the most appropriate outcome with regards to promoting independence and general health in an attempt to ensure the person's safety and general wellbeing.

7. PROBLEM SOLVING

The post holder would be expected to deal with any issues which may arise including complex cases e.g. relating to capacity and adult support & protection
Formal and informal supervision is in place to discuss any issues
Policies and Procedures are in place to assist

8. PLANNING

The post holder will be required to assess and review care plans within the timescales developed in line with departmental expectations/policies.

The post holder will participate in team meetings and training which will contribute to the development of service plans

9. ASSIGNMENT AND REVIEW OF WORK

Work is directly allocated by an appropriate manager

Completed assessments and care plans are authorised by the manager

Informal and formal supervision is undertaken in line with WDC policies

Referrals are received via a single point of access, allocated according to urgency, taking into account the individuals caseload levels, reviewed and closed in consultation with their manager.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:

The post holder will be required to interact and consult with various colleagues within the section

External communications and working relationships:

The post holder will be required to interact and communicate with external agencies and departments, clients, family members and carer's

All of these interactions may require understanding, assertiveness, motivation, empathy and support at various times

11. DECISION MAKING

Within this post the post holder requires to have an ability to work autonomously, making use of their knowledge, skills and involvement to inform their decision making. They will require to make appropriate use of their line manager in relation to resource allocation.

12. MOST CHALLENGING PART OF THE JOB

- Frequent exposure to demanding and complex social situations.
- Often working alone in the community
- Having to change planned activities to respond to emergency situations.
- Dealing with Legal issues in relation to Adults with Incapacity and Adult Support & Protection

13. GENERAL

Disclosure/PVG membership: Yes

Politically Restricted Post: No

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.

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
SQSW	Working with Adults with Incapacity, Adult Support & Protection and Mental Health legislation
Diploma in Social Work or equivalent	
Must be registered with SSSC (or within 6 months of appointment)	
Training	
A willingness to participate and attend training opportunities and continue professional develop in line with departmental policies	
Experience	
Sound knowledge of current legislation relating to Community Care, Adult with Incapacity and Adult Support & Protection	Experience in Community Care practice and inter-agency worker
Knowledge and Skill	
Good inter personal and communication skills	Ability to establish good working relationships with other agencies
Ability to advocate on behalf of client/ carer	Good organisational skills and an ability to prioritise work and meet deadlines
Ability to make decision and work on own initiative, yet be able to recognise when to seek appropriate advice	Possess and demonstrate use of relevant IT skills in relations to client information
Ability to produce reports and client records to a high standard within timescales and in accordance with the Council and Departmental standards	Knowledge of Carefirst
Disposition	
Ability to work well within a team	
Motivated and enthusiastic	