

Role Profile

Post Title:	Social Worker
Grade:	10
Date Created:	7th August 2019

ROLE DEFINITION

To work with people who use social services to assess and respond to their care requirements ensuring that they receive the support they need, within the context of relevant legislation and the reserved functions of the Social Worker, registration requirements, Council policies and procedures and recognised best practice.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
- Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities within the Council Plan and contributes to the production of Directorate Plans.
- Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
- Lead, or contribute to, the preparation of cross-service business development plans, as required.
- Ensure the effective management and leadership of employees, where appropriate.
- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Carry out the role of the registered Social Worker in statutory interventions.

Note: The publication [“The Role of the Registered Social Worker in Statutory Interventions: Guidance for Local Authorities”](#), available on the Scottish Government



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website (www.scotland.gov.uk), details the tasks required of registered Social Workers in statutory interventions.

- Assume care management responsibilities, carrying out assessment of service users' needs and risks, following Service procedures, delivering direct interventions to individuals and small groups as part of a programme of interventions, participating in structured consultation / supervision sessions as required, recording, maintaining and filing appropriately all text and digitally recorded information in accordance with North Ayrshire Council policies and procedures and the Data Protection Act.
- Carrying out enquiries and making recommendations where necessary as to whether or not a person requires to be the subject of compulsory protection measures.
- Investigate, assess and develop risk management plans which must be subject to regular and robust review.
- Where required, prepare reports and make recommendations to hearings, courts or tribunals, as appropriate.
- Practice within the relevant legislative framework, ensuring that national and local guidance, policies and procedures are adhered to.
- Provide advice and guidance to individuals and families, liaising and if necessary, advocating on behalf of Service Users, with other Council employees / services, as well as external organisations.
- Promote and raise awareness of the service, as well as examples of good practice, to colleagues and wider stakeholders.
- Maintain accountability for their own continuous professional development, competency and performance through self-assessment and self-evaluation, analysing personal practice and performance, in consultation with Line Manager, and progressing development activities identified as a result.
- Work to the Personalisation Agenda including self-directed care and co-production.
- Adhere to and promote the Code of Practice for Social Service Workers and North Ayrshire Council's Code of Conduct.
- Undertake ongoing training relevant to role.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	- Diploma /Degree in Social Work or equivalent qualification recognised by the SSSC Mental Health Officer Roles Only: Mental Health Social Worker (Mental Health) Award, or equivalent qualification recognised by the SSSC	Relevant post qualifying award recognised by the SSSC	- Application Form - Interview
Experience	- Working with service users - Planning and delivering evidence-based support Family Placement Roles Only: - Fostering & adoption - Working in a Children & Families role MAPPA Roles Only: - Managing high risk offenders	- Working with service users in Service specific setting - Delivering groupwork - Undertaking risk assessments MAPPA Roles Only: - Using quality assurance systems	- Application Form - References - Interview



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	• Reviewing risk assessments • Contributing to Risk Management plans		
Specialist Knowledge	• Policy and legislative context of the delivery of Social Services • Understanding of issues which affect service users <i>MAPPAs Roles Only:</i> • Knowledge and experience of Risk Management tools • Planning and writing strategic reports • MAPPA	• Trained in relevant risk assessment tools <i>Justice Roles Only:</i> • Trained in specific case management procedures <i>MAPPAs Roles Only:</i> • Knowledge and experience of specific Risk Management tools, Risk Matrix 2000, Stable and Acute 2007	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Able to apply theory to practice • Verbal and written communication skills • Able to work on own and as part of a team • Networking skills • Organisational skills • Decision making skills • Interpersonal skills	•	• Application Form • References • Interview



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	• IT Skills • Report Writing skills • Able to work under pressure and to timescales <i>MAPPA Roles Only:</i> • Negotiating and influencing skills • Inspire collaborative working • Assertive and able to challenge appropriately		
Other	• Ability to travel outwith North Ayrshire as required • Required to join the PVG Scheme for this type of regulated work • Registered or in the process of registering with the SSSC • Undertake Non-Police Personnel Vetting Level 2 (NPPV2) (Justice Service posts only	• Flexible with regard to working hours	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
Focus we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
Passion we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
Inspiration we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

