

JOB DESCRIPTION

Job Title: Link Worker		Ref No:	JE Ref: G590
Department: Social Work		Band: 4/5	Location: Dumfries and Galloway
Responsible To:	Support Co-ordinator		
Responsible For:	N/A		
Job Purpose:	To act as a link worker and undertake and contribute to a range of day, community and home support service provision appropriate to individual assessed need and personal outcomes. These supports will be delivered at times that meet the needs of service users.		
Main Responsibilities:	To deliver a range of supports and interventions to either individuals or groups of vulnerable adults which meet outcomes identified from personal plans and assessments. These supports may include personal skills development in relation to promoting independence, health and wellbeing or learning and work-related activities. Integral to the post involves a requirement to support people who may make significant or substantial demands on the post holder due to behaviour that may be challenging for part of the working day.		
Job Activities:	<p>To work in partnership with the service user, their family or carers and other key stakeholders as required to promote and facilitate the following:</p> <p>SERVICE DELIVERY</p> <ol style="list-style-type: none"> 1. Assist in coordinating of reviews as required. 2. Provide advice and guidance or other forms of assistance to support vulnerable adults. 3. Contribute to the preparation of written reports for reviews as necessary in accordance with statutory requirements. 4. To support the design, development, implementation or improve services or processes to meet individual outcomes. 5. Support service users to meet personal outcomes through coordination and delivery of care and support. 6. Ensure that electronic and paper records of service users are maintained in accordance with statutory requirements and Council policy. <p>SERVICE DEVELOPMENT</p> <ol style="list-style-type: none"> 1. Establish and maintain effective working relationships with service users, carers, colleagues and other professionals/stakeholders. 2. Contribute to the planning, monitoring and review of the service. 3. Participate in personal development and performance improvement activities, including the establishment of work-related aims and objectives. 4. Such other duties as may, from time to time, be allocated by the Officer/Manager. 		

	<p>MANAGEMENT OF RESOURCES</p> <ol style="list-style-type: none"> 1. To deliver appropriate interventions within agreed expenditure levels to deliver personal and service outcomes. 2. To monitor supplies and services 3. To promote and ensure a safe working environment <p>DEVELOPMENT & PLANNING WITHIN DUMFRIES & GALLOWAY</p> <ol style="list-style-type: none"> 1. To contribute to the overall development of the service 2. To promote social work services, aims and principles with particular reference to vulnerable people. <p><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></p>	
Performance Management	<ul style="list-style-type: none"> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. 	
Prepared by:	Colin Lewis	Date: Refreshed Feb 2017

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