

Person Specification

Job title:	Social Worker
Job Family/ Grade/Level:	People, Care & Support 6, Grade 7
Summary of role:	<p>Basic Functions:</p> <ol style="list-style-type: none"> 1. To provide a Social Work service to individuals, families, carers and groups, to be carried out within the framework of relevant policy and procedures 2. To undertake comprehensive assessment, care planning care management and review of cases 3. To provide reports and undertake recording to the standards and timescales required <p>Main Duties:</p> <ol style="list-style-type: none"> 1. To provide appropriate support to individuals, families, carers and groups within the community 2. To under and record assessments to the standards and within the timescale required 3. To liaise with appropriate agencies on behalf of clients 4. To record all work undertaken in accordance with Departmental Procedures 5. To prepare for and participate in your Personal Development Plan (PDP) and supervision sessions with your manager 6. While not directly managing any staff you will generally be part of a team and will provide support to Social Care Workers co-working cases 7. To work where appropriate with other disciplines or in multi-discipline settings either within or outwith the Department 8. To practice to the Departmental standards, or to national standards adopted by the Department 9. To undertake such training as required to assist the delivery of the Department services 10. To make a critical analysis of personal practice and performance in conjunction with line managers 11. To promote personal understanding of the services of the Social Work Department and to encourage community involvement in the delivery of those services 12. To supervise students and /or trainees when appropriate 13. To ensure self and staff compliance with the Council's Code of Conduct for employees 14. To manage such budgets as may be allocated to the standards required by the Council's policies, practice and procedures. 15. To secure Best Value in services directly provided or purchased

	<p>16. To contribute to the specification and implementation of Council and Departmental management information systems, and to ensure the effective maintenance and use</p> <p>17. Co-operate with the introduction of new procedures and/or new equipment/technology</p> <p>18. Be conversant with and operate at all times within the current Health and Safety at Work legislation and comply with Council's policy</p> <p>The above is not an exhaustive list of duties and you will be expected to perform tasks as necessitated by the council due to service change or change in working practices.</p>
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Criteria	Essential	Desirable	Evidence
Education, qualifications & training	Qualified Social Worker (Degree / Diploma in Social Work or Social Work equivalent)	<p>Mental Health Officer Qualified</p> <p>Child Protection Certificate</p> <p>PQ in Community Care</p> <p>PQ in Criminal Justice</p> <p>Alcohol and Drugs Qualification</p> <p>Training in welfare benefits, assessment and care management</p>	Application form Qualifications
Skills	<p>Practical work experience in a Social Work or related setting at pre or post qualifying stage</p> <p>Ability to plan, organise, prioritise and meet deadlines</p> <p>Well developed written skills in respect of producing and writing reports, letters, memos etc</p>	<p>Previous experience of working in a Local Authority Social Work Service as a qualified Social Worker</p> <p>Previous experience of working as a qualified Social Worker in a specialist or functional area i.e. Health, Prisons, Children & Families, Offenders, Community Care, Addiction etc</p>	Application Form Interview References

	<p>Ability to record accurate, appropriate and relevant information into client record systems</p> <p>Ability to use information technology systems to retrieve information and produce reports</p> <p>Possess well developed interpersonal and communication skills (e.g. articulate, calm, approachable, discreet, sensitive, open, confident, assertive)</p> <p>Possess an appropriate value base in keeping with good Social Work principles and be able to justify, present your views and make appropriate decisions</p> <p>Possess the ability to be supportive, respectful of others and be non-judgemental</p> <p>Possess skills in relation to people motivation, counselling</p> <p>Display initiative and interest in work, negotiate and advocate.</p>	<p>Possess and demonstrate use and application of Information</p> <p>Technology skills in relation to client indexes and records</p>	
Knowledge	<p>Knowledge of statutory responsibilities and relevant legislation</p> <p>Appropriate understanding of the relationship of Social Work Services with other</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	Council Services, Partners, local communities, general public and other agencies e.g. Health, Police, Legal Services, Private and Voluntary Sectors and be able to work effectively for the needs of the customer		
Other	<p>Registered with SSSC as a Social Worker or have applied within 3 months and be registered within 6 months of being appointed to the post</p> <p>Non-Police Personnel Vetting (NPPV) level 2.</p> <p>Able to work within an 8am – 8pm framework</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

Competencies		Evidence
Influencing Level 2	<ul style="list-style-type: none"> • You use good arguments and reason to negotiate successfully with other people. • You involve people in the things that you know they'll agree on. • You think about the impact of actions on other people. • You anticipate problems and plan, in advance, how to deal with them. • You get other people to make decisions with you, and gain their agreement. 	<p>Application Form</p> <p>Interview</p> <p>References</p>
Communication Level 2	<ul style="list-style-type: none"> • You share relevant and important information on time, with your team. • You're happy to say what needs to be said, and you're tactful when you need to be. • You choose the best way of communicating (such as writing or face-to-face), and use the right words for your audience and situation. • You speak confidently, and hold people's attention. • You explain why decisions have been made and use examples to support them. • You keep yourself and your team focused on the most important things, but let other people express their views. 	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<ul style="list-style-type: none"> • You ask people questions to check their understanding. • You give a good impression of the Council when dealing with non-employees. • You produce clear, concise and easily understood written communications. 	
Customer Orientation Level 2	<ul style="list-style-type: none"> • You follow-up customer requests, to make sure actions are taken and issues resolved. • You measure customer satisfaction to find out what needs to be improved. • You explain to customers, how and why we can't meet their needs, and offer alternatives. • You change the way you do things, to meet the needs of each customer. • You spot problems and take action, as soon as possible, to stop them getting worse. • You deliver more than you promised, and try to exceed expectations. • You make sure that there is continuity of service, as far as possible. 	Application Form Interview References
Collaboration Level 2	<ul style="list-style-type: none"> • You encourage people to share information, so that they achieve the right outcome. • You ask for help from colleagues or experts outside of the Council. • You try to improve your team's performance, as well as meeting your own personal goals. • You try to get everyone to work together, and help to create a sense of team spirit. • You take steps to manage the way that people think about you, and discuss the quality of your working relationships with others. • You make time to meet people and develop a shared understanding. • You build strong relationships with colleagues and customers, beyond just working together on shared tasks. 	Application Form Interview References
Planning & Delivering Change Level 1	<ul style="list-style-type: none"> • You encourage people to share information, so that they achieve the right outcome. • You ask for help from colleagues or experts outside of the Council. • You try to improve your team's performance, as well as meeting your own personal goals. • You try to get everyone to work together, and help to create a sense of team spirit. • You take steps to manage the way that people think about you, and discuss the quality of your working relationships with others. • You make time to meet people and develop a shared understanding. 	Application Form Interview References

	<ul style="list-style-type: none"> • You build strong relationships with colleagues and customers, beyond just working together on shared tasks. 	
Initiative Level 2	<ul style="list-style-type: none"> • You use your initiative to solve problems. • You get other people to share their ideas and get them to take personal responsibility for their results. • You proactively try to make a difference and make things happen. • You encourage everyone in the team to join in fully, improving teamwork as a result. 	Application Form Interview References