

JOB PROFILE

Post Title: Social Worker - Children's Social Work

Post No: Generic

The purpose of the job is to provide a professional social work service as part of an operational team, based in Children's –Social Work.

In accordance with the Scottish Social Services Council; all Social Work Services Workers must adhere to the following Codes of Practice:

- Protect the rights and promote the interests of service users and carers;
- Strive to establish and maintain the trust and confidence of service users and carers;
- Promote the independence of service users while protecting them as far as possible from danger or harm;
- Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people;
- Uphold public trust and confidence in social work services; and
- Be accountable for their practice and take responsibility for maintaining and improving their knowledge and skills.

The main duties of the Social Worker (Children's Social Work) are to undertake a range of statutory duties in relation to:

The Children (Scotland) Act 1995
The Social Work (Scotland) Act 1968
The NHS and Community Care Act 1990
The Mental Health (Care and Treatment) Act 2003
The Carers Recognition Act 2002
Adult Support and Protection (Scotland) Act 2007
And other relevant legislation

To provide services for children and families in need by:

- Investigating and assessing whether children are at risk or in need of compulsory measures of care and taking necessary action in line with departmental procedures and in particular child protection procedures where they apply;
- Serving the Children's Hearings system/Court by attending hearings and providing background reports as required;
- Undertaking statutory and voluntary supervision of children whether at home or placed in care;
- Provide Throughcare and Aftercare services to young people who have been Looked After;
- Developing and implementing child's plans/protection plans for children and young people and giving effect to these plans;
- Arrange and deputise for chair of core group meetings to monitor progress of plans;
- To undertake duties as key worker in Looked After and Child Protection cases and prepare all necessary reports;
- Undertaking preventative work thereby lessening the risk of admission of children into care;

- Work with children and families at risk and/or under stress, assessing needs and formulating action plans. This may include supporting single parents, providing counselling in marital disputes and advice on children at risk of abusing substances;
- Work with young people who present offending behaviour prepare appropriate action plans to reduce offending behaviour;
- To facilitate transition for young people from children to adult services;
- Preparing reports for permanency planning eg Permanency Orders, Adoption etc as required;
- Supporting families including families where children have additional support needs; and
- Working together with all other agencies to serve the best interests of children and young people.
- Mentor Trainee Social Workers

To undertake other duties as follows:

- To act as Duty Social Worker, assessing referrals implementing initial strategies and recording appropriately;
- To participate in the out of hours emergency duty service;
- To ascertain costs of actions proposed, committing necessary funds according to departmental procedures;
- To participate in such professional training as is deemed necessary for the effective delivery of services;
- To maintain records on case files/SWIFT in accordance with departmental procedures;
- To undertake any specialist duties (i.e acting as Mental Health Officer) where suitably qualified;
- To assess applications for assistance from Shetland Islands Council Charitable Trust in particular Social Assistance Grants;
- To be aware of and comply with relevant health and safety procedures;
- To be aware of other relevant policies and procedures and apply them appropriately within the service; and
- To undertake any other duties which may be reasonably requested by the Head of Service/Executive Director.

From time to time, the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	<p>A positive attitude towards Service Users.</p> <p>Personal motivation.</p> <p>Capacity to work under pressure.</p> <p>Confidence to work with complex issues.</p> <p>Capacity to work creatively to maximise effective use of limited resources.</p> <p>Be computer literate.</p>	
<u>Relevant Experience</u>	<p>3 years post qualifying experience and some recent fieldwork experience in Children's Services.</p>	<p>12 months fieldwork experience in Children's Services.</p>

Education, Skills, Abilities
and Knowledge

Degree in Social Work or
equivalent (e.g. DipSW).

Degree in relevant subject.

Knowledge of relevant
legislation.

Post qualification training.

Ability to translate policy and
legislation into practice.

Knowledge of Children's
Hearing System in
Scotland.

Ability to maintain confidentiality.

Knowledge of Child
Protection procedures.

Ability to maintain update/
accurate records.

Ability to prioritise work.

Ability to work on own initiative.

Ability to work in partnership
with service user/agencies to
promote independence for
service users.

Knowledge of assessment and
care planning.

Excellent communication skills
both oral and written.

Full driving licence and/or the
ability to travel throughout
Shetland at short notice and
where public transport is limited

ICT skills.

Allowances: Distant Islands Allowance, Standby & Telephone

Evaluated Grade: K

Date of Evaluation: -

PVG Membership: B

Disclosure Check: N

Date of Last Amendment: 17/09/2014