

CAREER GRADE

Department: Children's Services & Community Care Services

Service: Children's Services, Community Care and Criminal Justice

Post Title: Social Worker

Post Number: Generic

Career Grade as seen in Conditions of Service

CAREER GRADED: Professional Grade H to Professional Grade K. Progression through the grade is as follows:

Grade	Progression	Tasks Related To Career Progression			
		Community Care Fieldwork	Children & Families Service	Family Placement	Criminal Justice
H	<u>Trainee Social Worker</u>				
	Possession of HNC or equivalent	Work with low level cases - implement care plans for service users who have complex needs and ensure they receive the support identified	To undertake planned work as directed by more senior members of staff with close supervision.	To undertake planned work as directed by more senior members of staff with close supervision.	Work with low level cases. Undertake basic assessments and produce letters and reports.
	Previous experience of working (or volunteering) in a setting that provides care or support to vulnerable people or voluntary sector	Attend case conferences	To assist social workers in delivering actions in child's plans.	To assist social workers in delivering actions in child's plans and Placement Agreements.	To undertake planned work as directed by a social worker with close supervision.
	Appointees must commit to obtaining a degree in Social Work.	Assist care managers	Attend reviews and conferences as appropriate.	Attend reviews and conferences as appropriate.	To assist social workers in delivering client supervision plans and group work
		Draft reports	Draft reports	Draft reports	
		Work under close supervision			
		Undertake day duty with close supervision			To attend reviews and conferences as appropriate.
					To undertake court duty.

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Trainee Social Worker

Possession of HNC or equivalent and two years relevant experience* and working towards degree in Social Work
OR
Workers with relevant transferable qualification (i.e. Registered General Nurse (RGN), Diploma in Community and Youth Work) and two years relevant experience*. Appointees must commit to obtaining a degree in Social Work.

Community Care Fieldwork

Working with protected and small case load approx. 10-15 cases

Case load selected by Senior Social Worker to enable postholder to gain increased experience

Draft more detailed reports

Chair review meetings

Work under supervision

Children & Families Service

Initially hold a small caseload with limited complexity. Cases will be non statutory at point of allocation. As the trainee progresses with their training the caseload will increase in complexity to reflect their learning and development needs and will include statutory case work but not child protection.

Draft more detailed reports for review meetings and hearings as appropriate.

Work under supervision

Family Placement

Initially hold a small caseload with limited complexity. Cases will be non statutory at point of allocation. As the trainee progresses with their training the caseload will increase in complexity to reflect their learning and development needs and will include statutory case work. Trainee Social Workers will not be expected to undertake assessments of foster carers or adopters other than when this is part of their agreed learning points and this will be closely supervised by a practice teacher.

Draft more detailed reports for review meetings as appropriate.

Work under supervision

Criminal Justice

Initially hold a small caseload with limited complexity. Cases will be low risk at point of allocation. As the trainee progresses with their training the caseload will increase in complexity to reflect their learning and development needs.

Assess and develop supervision action plans.

Undertake one to one planned offender focused work and co run group work programmes.

Produce Court reports.

Work under supervision

J

Social Worker

Newly qualified Social Workers

Community Care Fieldwork

Work with complex and high risk case load approx. up to 25 cases

Undertake day duty

Undertake out of hours duty

Carry out assessments

Write reports

Work under supervision

Chair case conferences

Mentor Trainee Social Workers with specific work

Children & Families Service

Undertake assessments and work with a full caseload of statutory and non-statutory cases. These cases will be complex, high risk and challenging.

Newly qualified social workers will not carry out child protection work until they have been qualified for at least one year and are assessed as competent to do so by their line manager.

Undertake day duty.

Undertake out of hours duty

Mentor Trainee Social Workers.

Work under appropriate supervision but will also have a degree of autonomy in managing cases.

Family Placement

Undertake assessments and work with a full caseload of statutory and non-statutory cases. These cases will be complex, high risk and challenging.

Newly qualified social workers will not carry out child protection work until they have been qualified for at least one year and are assessed as competent to do so by their line manager.

Undertake out of hours duty

Mentor Trainee Social Workers.

Work under appropriate supervision but will also have a degree of autonomy in managing cases.

Criminal Justice

Undertake complex assessments and make recommendations in relation to an individuals liberty.

Produce formal reports for the Court, Parole Board and Prison.

Responsible for the assessment and development of offence focused supervision plans.

Risk management of low to medium risk offenders.

Co-work medium to high risk cases and assist in defensible decision making for violent and sexual offenders.

Mentor trainee social workers.

Work under appropriate supervision but will also have a degree of autonomy in managing cases.

Undertake out of hours duty.

K

<u>Social Worker</u>	Community Care Fieldwork	Children & Families Service	Family Placement	Criminal Justice
<p>Qualified Social Worker with three years proven relevant** post qualification experience as assessed by Service Manager. Post holder should look to obtain one or more of the following post qualifications.</p> <p>(i) Accreditation as mental health officer in relation to the Mental Health (Scotland) Act 1984;</p> <p>(ii) Accredited training in relation to child protection;</p> <p>(iii) Accredited training in community care (e.g. University of Dundee CC2);</p> <p>(iv) Accredited post-qualifying training in other specialist area of Social Work.</p> <p>(v) MSc in Criminal Justice</p> <p>(vi) Sex offender risk assessment</p>	<p>Working with very complex and high risk case load</p> <p>As care manager, responsible for a high quantity of cases</p> <p>Carry out complex care and risk assessments then manage the programme of activities and services for service users, which includes liaising with outside agencies.</p> <p>Undertake any specialist duties where suitably qualified</p>	<p>Social Worker will be assessed as being fully competent to deal with the highest risk and most complex of cases, including complex child protection work.</p> <p>Carry out complex assessments and develop and manage care and protection plans to meet assessed needs and reduce risks which includes liaising with outside agencies</p> <p>Undertake any specialist duties where suitably qualified</p>	<p>Social Worker will be assessed as being fully competent to deal with the highest risk and most complex of cases, including completion of complex foster care and adopter assessments.</p> <p>Assess the skills and abilities of foster carers and adopters ensuring their knowledge increases in order to best meet the needs of Looked After Children. This will include some formal training of foster carers and adopters.</p> <p>Provide regular support and supervision to foster carers and adopters. Independently present assessments, reviews and matching reports to the Temporary and Permanency Panels.</p> <p>Undertake any specialist duties where suitably qualified</p>	<p>Work with very complex and high risk cases.</p> <p>Hold a significant ratio of cases involved in the MAPPA process.</p> <p>Undertake very complex and specialist risk assessments and risk management plans for sex offenders and violent / dangerous offenders.</p> <p>Lead worker for group work programmes. Contribute to the development of offender services - identifying gaps in service - creative offence focused work.</p> <p>Making very complex decisions involving the protection of the community and harm of others.</p> <p>Consistently demonstrates very good analytical and assessment skills.</p> <p>Consistently demonstrates an ability to multi task with high level cases.</p> <p>To mentor support staff and newly qualified social</p>

training.***

workers.

Undertake any specialist duties where suitably qualified/trained.

* Relevant experience is i.e. experience in social care or a social science field, the relevance will be determined by the Service Manager

** Relevant experience in area you are being appointed to

***Specific to criminal justice social work

If performance is not satisfactory, then subject to the right of appeal, the award of an increment may be withheld.

BASIC SALARY: (Paid monthly by Bank Transfer): Grade H to Grade K i.e. £ to £ . Appointment to the appropriate point within the career grade and salary progression will be dependent upon suitable qualifications and experience