

JOB PROFILE

Post Title: Adult Social Work Assistant

Post No: Generic

The purpose of the job is to assist in provision of a professional social work service as part of an operational team, based in Adult 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 Adult Social Work Assistant are to undertake a range of statutory duties in relation to:

Social Care (Self Directed Support) (Scotland) 2013

The Social Work (Scotland) Act 1968

The NHS and Community Care Act 1990

The Carers Recognition Act 2002

And other relevant legislation

To provide services to adults who may require Community Care provision:

- To assess and determine needs as defined above, and in particular in relation to community care legislation;
- To develop individual care plans in partnership with service users, families and service providers;
- To implement care plans for Service Users who have assessed needs;
- To support clients, carers, friends and relatives through loss or bereavement;
- To chair Community Care case conferences, in accordance with agreed procedures;
- As care co-ordinator, attending and calling, inter-disciplinary meetings or case conference in relation to community care;
- To facilitate the transition of service users from hospital care to community based care;
- To prepare reports for review meetings as required.

To undertake other duties as follows:

- 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 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;
- To undertake any other duties which may be reasonably requested by management;
- To demonstrate increasing autonomy with the role.

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

PERSON SPECIFICATION

Post Title: Adult Social Work Assistant – Community Care

Post N°: Generic

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and 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'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	A positive attitude towards Service Users Personal motivation Capacity to work under pressure Ability to deal with conflict Capacity to work creatively to maximise effective use of limited resources Be computer literate	

Relevant Experience

Previous experience of assessment and coordination of support to vulnerable people

Experience of working without direct supervision

Education

SVQ 4 in a relevant subject or equivalent qualification (at SCQF Level 8).

Skills, Abilities and Knowledge

Knowledge of relevant legislation

Knowledge of anti-discriminatory practice

Ability to translate policy and legislation into practice

Experience and knowledge of risk assessment

Ability to maintain confidentiality

Ability to maintain update/accurate records

ESSENTIAL

DESIRABLE

Report writing skills

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 co-ordination

Excellent communication skills both orally and written

Ability to travel throughout Shetland at short notice and where public transport is limited

ICT skills

Allowances: Distant Islands Allowance

Evaluated Grade: I

Date of Evaluation: 15/01/2016

PVG Membership: Adults

Disclosure Check: -

Date of Last Amendment: 19/01/2016