JOB OUTLINE	
JOB TITLE: Social Worker – Justice Social Worker	**JET CODE: 5067**
DIVISION: Adult Services	
SERVICE/BUSINESS UNIT: Justice Social Work Team	
REPORTING TO: Team Leader	
RESPONSIBLE FOR: None.	

JOB PURPOSE:

To work as a member of the Justice Social Work Team providing a social work service throughout East Lothian within the requirements of relevant legislation, national standards, policies and guidelines.

MAIN DUTIES:

To manage a Justice Social Work caseload which will include post-custody Licences and Orders and community based disposals, for example Community Payback Orders

There will also be a requirement to undertake voluntary activities with service users, including post-release, early intervention and prevention activities.

Prepare Criminal Justice Social Work Reports and other related reports as requested by the Court.

Prepare Parole /TARL and Home Background/Leave, Home Detention Curfew Order and other related report requests by Penal/Health institutions.

Prepare Diversion Reports and be responsible for Diversion cases, as appropriate.

Prepare bail information reports and undertake bail supervision, as appropriate.

Complete risk assessments on all cases using the necessary risk assessment tools.

Contribute to MAPPA and MARP processes as appropriate and to participate actively in Risk Management Case Conferences, where service users are subject to statutory supervision.

Contribute to the provision of effective targeted services in line with the Effective Practice agenda.

Participate in planned delivery of modules of intervention on an individual, co-working and group basis with colleagues and other agencies, as appropriate.

Liaise with the Community Payback Work Team Leader and Supervisors in relation to the provision of appropriate work projects/placements for service users and provide relevant information including risk assessments.

Liaise with colleagues and with other teams, local authorities and agencies regarding the provision of services to users, for example, supported accommodation providers.

Liaise with colleagues, local authorities and other agencies in relation to appropriate exchange of information, transfer of cases, case conferences, etc.

Undertake formal reviews with service users and team leaders or senior practitioners, etc as appropriate.

To use authority appropriately and constructively and, where appropriate, initiate proceedings for breach, discharge and transfer of statutory orders.

Provide written and oral evidence to Court.

Participate in office duty, reporting and court duty rotas.

Prioritise, attend and contribute to staff meetings and service development sessions.

Maintain timeous, concise, accurate and relevant case recording.

Participate in monitoring and evaluation of service delivery.

Undertake training/staff development courses to maintain registration and development, as appropriate.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Essential: Degree in Social Work (or other recognised Social Work Qualification, ie. CQSW, Dip SW, CCETSW).

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

- **NPPV:**

The successful applicant will be required to submit an application for NPPV at Level 1, 2 or 3 as directed by their line manager

- **SSSC registration** is an essential requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration as soon as possible and this must be achieved within **three months** of your start date.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Degree in Social Work (or other recognised Social Work Qualification, ie. CQSW, Dip SW, CCETSW). Registration with Scottish Social Services Council (SSSC). PVG Membership (Children and Adults) is an essential requirement of this post. As the duties of the role require you to travel to successfully undertake the full remit of the role, you must hold a current driving licence. *Where a disability precludes you from obtaining a driving licence, ELC will take	Relevant post-qualifying certificate Access to a vehicle

	into account its responsibility to make reasonable adjustments to allow for your disability.	
Previous Experience (Paid & Voluntary Work)	Experience of working within a justice setting. Experience of undertaking accredited risk assessment tools. Experience of report preparation in a justice setting. Experience of delivering individual or group interventions to address or meet service user risk and need. Experience of maintaining timeous, concise, accurate and relevant case recording. Experience of using databases and IT systems to evidence practice and interventions.	Experience of Justice Social Work delivery, specifically managing a caseload including statutory supervision. Experience of Criminal Justice Social Work, Parole or Home Background/Leave Report preparation. Experience of undertaking breach, discharge and transfer if statutory orders. Experience of LSCMI, SA07, RM2000, HCR-20, SARA or other recognised Justice Social Work assessment tools. Experience of liaison with external agencies – court and child protection agencies, etc. Experience of partnership working with e.g. drug agencies, supported accommodation providers, etc. Experience of participating in monitoring and evaluation of service delivery.

		Experience of MOSAIC.
Knowledge/ Skills /Competencies	Sound knowledge of relevant legislation, national standards, policies and guidance. Effective verbal and written communication skills. Effective organisational and time management skills.	Knowledge of the Community Justice Agenda Knowledge of 'What Works' Knowledge of the Scottish Government's Justice Vision. Knowledge of early intervention and prevention activities across the Justice landscape.
Personal Qualities	Willingness to undertake training/staff development courses, as appropriate, to maintain registration and develop skills and knowledge. Ability to prioritise a varied and complex workload. Ability to analyse complex situations. Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating sensitive or personal matters.	
Council Behaviours	We are Person Centred	

	We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	