Clackmannanshire Council | Comhairle Siorrachd Chlach Mhanann
www.clacks.gov.uk

Social Worker – Family Connections Team
£43,161.29 - £47,924.54



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 10/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

(a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.

(b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.

(c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A	**Grading Section**
Post Title: Social Worker (Adoption & Fostering) Initial Location: In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Team Leader Service: People Date last updated: 25/10/19 Date if superseded:	Eval Ref: A4114 Post Number: Q52a1 Grade: 8

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Team Leader
I
Social Worker

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

To provide a statutory Social Work Service in accordance with the provisions of relevant legislation and national and local guidelines.

As a social worker you will assume case management responsibilities specific to the Service, carrying out assessment of service users needs and risks, following Service procedures and delivering direct interventions to individuals and small groups. To provide post adoption support and assess and train prospective and current Foster Carers and Adopters in line with relevant procedures and legislation. The role will also involve participating in structured consultation/supervision sessions and representing the Social Work Service in multi-disciplinary forums. This will all be in accordance with Council or hosted stakeholders arrangements, through a Service Level Agreement or Partnership arrangement.

As a social worker you will provide evidenced based Form F assessments and relevant reports in relation to Fostering and Adoption, drawing on the analysis of all available facts and theoretical based knowledge and research.

Participate in the selection, assessing and training of new Foster Carers and prospective Adopters.

Undertake regular supervisory and support role to your case load of approved carers and providing support and training across the fostering group by way of training events and support groups.

Work collaboratively with colleagues within the children and family teams and professionals in other agencies, to achieve the best outcomes for Foster Carers, Adopters and the children placed with them.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council’s Corporate Objectives and Social Service's Business Plan.

As a social worker, manage an allocated caseload of Foster Carers and prospective Adopters, in line with relevant national and local procedures and drivers, carrying out the duties and functions in respect of data and information protocols and communications strategies.

As a social worker you will support Fostering and Adoption placements, liaising and communicating with other stakeholders as required.

Appropriately record and maintain all text and digitally recorded information in accordance with Council and National policy and procedures and relevant legislative framework and Adoption and Fostering Regulations.

As a social worker you will undertake thorough and in depth assessments of prospective Foster Carers and Adopters in accordance with relevant Guidance, procedures and legislation.

As a social worker you will facilitate and provide relevant training to prospective and current Foster Carers and Adopters, ensuring information presented is understood.

As a social worker you will prepare and present reports and make recommendations to appropriate Fostering and Adoptions panels.

To undertake, where necessary, structured risk assessments, using accredited national risk assessment tools.

As a social worker you will undertake direct work with Foster Carers to aid and assist their understanding of the individual child's needs and support and guide them with relevant strategies.

As a social worker you will promote and support the views of Foster Carers at professional meetings to enable the child's views to be robustly represented.

This outline is indicative of the nature and level of responsibilities associated with this post. It is not exhaustive and the post holder may be required to undertake other appropriate duties and responsibilities commensurate with.

Section E

KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. Professional qualification in Social Work	Application/certificate
2. Registration with the SSSC	Application/certificate
3. Experience in undertaking and completing Form F's and supporting foster carers and prospective adopters	Interview
4. Ability to behave in a consistent and reliable manner, whilst ensuring that everyone is treated fairly and with respect	Interview
5. Good organisational skills and ability to prioritise competing demands	Interview
6. Ability to work to and meet required timescales in a demanding environment	Interview

7. Ability to work with other colleagues/disciplines in partnership and collaboratively	Application/Interview
8. Good verbal and written communication skills	Application/Interview
9. Computer literate with an ability to record appropriately and produce suitable documents	Application/Interview
10. Ability to apply confidentiality and share information appropriately	Interview
11. Good understanding of the issues which affect LAC and foster carers	Interview
12. Good assessment and report writing skills	Interview
13. Ability to demonstrate a sound professional understanding of current legislation, national policy objectives and Fostering Regulations	Interview
14. Ability to gather information, applying critical analysis, to provide informed decisions for Form F's	Interview
15. Risk management and casework skills	Interview
16. Team worker	Application/Interview
17. Ability to travel efficiently and effectively between locations	Interview
18. Gain/maintain PVG Scheme Record/Scheme Record Update	Disclosure Scotland/certificate

Desirable:

Criteria	**Means of Assessment** **e.g. Application, Interview, Reference, Certificate**
1. Experience of carrying out Form F assessments or evidence of having completed in- depth psycho social assessments with adults	Application/Interview
2. Knowledge and experience of working in local Government	Application
3. Caseload management experience	Application/Interview
4. Relevant post qualifying experience Relevant PQ awards	Application/Interview/Certificates

5. Knowledge of mental health issues/substance misuse issues/housing issues	Application
6. Post Grad Cert in Family Placement	Certificate
7. An understanding of national and local drivers	Interview
8. Experience in delivering group work	Application/Interview

Section F **(Max predominant top 3)**

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

You will work in an open-plan office, alongside colleagues in children and families teams and administration colleagues.

The office is based in Clackmannanshire's main council building located in Alloa.

Our foster carer predominantly live in the Clackmannanshire area.

Section G **(Max predominant top 3)**

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

Applicants will be required to undertake home visits to Clackmannanshire carers and prospective adopters and attend relevant meetings, which can sometimes require further travel distances.

We operate a paperless office therefore computer literacy and computing skills are a requirement.

Section H **(Max predominant top 3)**

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required

Ability to gather information and then apply critical analysis, using relevant theories and research to present clear recommendations to Clackmannanshire's Adoption and Fostering Panel.

Ability to manage a diary of ever competing demands, ensuring high quality service is delivered to Foster Carers and the children they care for, at all times.

Ability to problem solve and think creatively under pressure.

Section I **(Max predominant top 3)**

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

As a social worker you will be expected to complete Form F's within timescales, as well as annual Foster Carer Review Reports all of which will be presented to the Fostering Panel.

As a social worker you will undertake monthly, supervisory visits of all Foster Carers on your caseload.

Section J **(Max predominant top 3)**

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

Internal

Colleagues and other Social Work Services employees

Other Council employees

Foster Carers and Adopters

External

Voluntary and statutory organisations and Partnership agencies

Service Users and Carers

Health Service staff

Staff in other Local Authorities

Social workers from outside agencies

Section K **(Max predominant top 3)**

PHYSICAL ASSETS,DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will interrogate analysis and verify information in service user files or records. This primarily involves keeping records updated which accurately reflect children and young people's circumstances in accordance with policies and procedures. .

The post holder has a responsibility for adhering to financial governance in line with policy and procedures , (e.g. processing financial documents or transactions, including approval for payment, data input/resolution of queries/anomalies, this could include invoices, placement agreements on a regular basis.

Section L **(Max predominant top 3)**

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

Provide evidenced based Form F assessments and relevant reports in relation to Fostering and Adoption, drawing on the analysis of all available facts and theoretical based knowledge and research.

Have good time management skills to ensure the supervisory role is maintained in line with guidance and the flexibility to respond to emergencies as they arise.

Prepare for and attend regular supervision with Team Leader.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.