COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Social Worker, Assessment & Care Management	**Job Number:**	Various
Department:	Health & Social Care	**Grade:**	I
Location:	Council Offices, Western Isles	**Date:**	2026
Responsible To:	Chief Officer (Health & Social Care); in the first instance to the Team Leader, Assessment and Care Management		

Job Purpose

Under the direction of the Team Leader, Assessment & Care Management, undertake assessment and care management and other Social Work responsibilities including liaison with health, private and voluntary agencies.

Corporate and Strategic Responsibilities

1. Effectively manage all allocated resources including finance, equipment/material, information and time.
2. Work in a corporate and co-operative way with all Managers, Members and employees.
3. Continually reviewing service performance and striving to improve the quality and efficiency of the services within your functional area.
4. Ensuring that allocated staff are kept well informed about corporate objectives and priorities and matters that impact on their employment and the service they provide.

Service Responsibilities

1. Within care management arrangements, make assessments and negotiate packages of care in consultation with service users and carers to meet identified needs within defined budgetary limits.
2. To oversee the implementation of each individual care plan, including services provided by other agencies and individuals.
3. To monitor, review and assess individual care plans and respond to changing needs.
4. To record and highlight identified service deficiencies and participate in planning processes to address unmet needs.
5. To act as advocate on behalf of service users and their carers as appropriate
6. To contribute as a member of the Community Care Team to the development of services for all client groups.
7. To establish and maintain effective working relationships with departmental and other service providers, in order to successfully negotiate packages of care.
8. To participate in office duty rota, individual supervision programme and the department's Out Of Hours Standby Service.
9. To undertake such training programmes as may assist personal and departmental development. The successful applicant would be supported in undertaking Mental Health Officer Training.

10. To record all work undertaken in accordance with the departmental procedures and maintain accurate and up to date records as relates to the post.

General Accountabilities

This is a politically restricted post. *Optional – please refer to list of political restricted posts*.

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.

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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Principles of good assessment processes. E2. Knowledge of Community Care legislation. E3. Community Care practice.	
Skills and Abilities	E4. Ability to communicate clearly. E5. Team player. E6. Good interpersonal skills. E7. Ability to identify priorities and manage time effectively. E8. Ability to identify needs/gasp in service provision.	D1. Gaelic Speaker. D2. Experience of undertaking complex care packaging.
Education and Experience	E9. Diploma in Social Work or equivalent. E10. Assessment and care management. E11. Inter-agency/multi-disciplinary work.	D3. MHO Qualification. D4. Previous experience of working in an area team environment. D5. Financial assistant experience.
Other Factors	E12. Willingness to participate in out of hours rota. E13. Full, unrestricted Driving license. E14. Flexibility. E15. Positive attitude. E16. Creative. E17. Registered with the Scottish Social Services Council.	D6. Familiarity with local culture.