**JOB DESCRIPTION**

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| **Job Title:** Social Work Assistant, Unpaid Work | | **Ref No:** | **JE Ref:** G061(3) |
| **Department:** Social Work Services | **Band: 7** | **Location:** Dumfries | |
| **Responsible To:** | Senior Social Worker, Unpaid Work | | |
| **Responsible For:** | Criminal Justice Social Work duties | | |
| **Job Purpose:** | To undertake duties required to enable Service Users subject to Community Payback, Unpaid Work to undertake the hours of unpaid work imposed by the Court. | | |
| **Main Responsibilities:** | • Engage with Service Users subject to Community Payback, Unpaid Work, to facilitate their compliance with their order.<br>• Liaise with Service Users, CJSW colleagues, unpaid work placement providers and the court in order to achieve the intended outcomes of unpaid work. | | |
| **Job Activities:** | • To undertake routine tasks required in the delivery of the unpaid work and other activities aspects of Community Payback Orders.<br>• To encourage engagement and monitor progress of Service Users subject to unpaid work, under the direction of Senior Social Worker.<br>• To undertake secondary tasks relating to the assessments as part of the case management plan.<br>• To participate in case reviews, planning meetings and evaluation as required.<br>• To liaise with other agencies including health services, substance misuse services, and court services.<br>• To assist service users to approach and make appropriate use of health, education, housing, income support and social welfare agencies.<br>• To undertake routine interviews within social work duty system.<br>• To motivate service users to address substance misuse and associated problems and make links with community based substance misuse services.<br>• To deliver the unpaid work induction programme to small groups of service users at the beginning of their orders.<br>• To undertake routine visits to service users offering assistance of a practical nature.<br>• To undertake straightforward communication tasks within the casework plan.<br>• To undertake reporting centre sessions with service users, supported by case managers / senior social worker.<br>• To undertake joint visits with other staff.<br>• To transport or escort service users or members of their family as appropriate.<br>• To keep appropriate records.<br>• To participate in supervision as required by managers.<br>• To undertake such other tasks as may be deemed necessary by the Chief Social Work Officer or their nominee. | | |

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| | ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** | |
| **Performance Management** | • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.<br>• To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.<br>• To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.<br>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.<br>• To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.<br>• To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. | |
| **Prepared by:** | **Catherine Knipe** | **Date: May 2016** |