EMPLOYMENT **ZONE** **R&S 2**

Person Specification

Job title:	**Social Worker**
Job Family/ Grade/Level:	**PCS6, Grade 7**
Summary of role:	**Basic Functions:** 1. To provide a Social Work service to individuals, families, carers and groups, to be carried out within the framework of relevant policy and procedures 2. To undertake comprehensive assessment, care planning care management and review of cases 3. To provide reports and undertake recording to the standards and timescales required **Main Duties:** 1. To provide appropriate support to individuals, families, carers and groups within the community 2. To under and record assessments to the standards and within the timescale required 3. To liaise with appropriate agencies on behalf of clients 4. To record all work undertaken in accordance with Departmental Procedures 5. To prepare for and participate in your Personal Development Plan (PDP) and supervision sessions with your manager 6. While not directly managing any staff you will generally be part of a team and will provide support to Social Care Workers co-working cases 7. To work where appropriate with other disciplines or in multi-discipline settings either within or outwith the Department 8. To practice to the Departmental standards, or to national standards adopted by the Department 9. To undertake such training as required to assist the delivery of the Department services 10. To make a critical analysis of personal practice and performance in conjunction with line managers 11. To promote personal understanding of the services of the Social Work Department and to encourage community involvement in the delivery of those services 12. To supervise students and /or trainees when appropriate 13. To ensure self and staff compliance with the Council's Code of Conduct for employees 14. To manage such budgets as may be allocated to the standards required by the Council's policies, practice and procedures. 15. To secure Best Value in services directly provided or purchased

	16. To contribute to the specification and implementation of Council and Departmental management information systems, and to ensure the effective maintenance and use 17. Co-operate with the introduction of new procedures and/or new equipment/technology 18. Be conversant with and operate at all times within the current Health and Safety at Work legislation and comply with Council's policy

Criteria	**Essential**	Desirable	Evidence
Education, qualifications & training	Qualified Social Worker (Degree / Diploma in Social Work or Social Work equivalent)	Mental Health Officer Qualified Child Protection Certificate PQ in Community Care PQ in Criminal Justice Alcohol and Drugs Qualification Training in welfare benefits, assessment and care management	Certificates Application form
Skills	Practical work experience in a Social Work or related setting at pre or post qualifying stage Ability to plan, organise, prioritise and meet deadlines Well developed written skills in respect of producing and writing reports, letters, memos etc Ability to record accurate, appropriate and relevant information into client record systems	Previous experience of working in a Local Authority Social Work Service as a qualified Social Worker Previous experience of working as a qualified Social Worker in a specialist or functional area i.e. Health, Prisons, Children & Families, Offenders, Community Care, Addiction etc Possess and demonstrate use and application of Information	Application form Interview References

	Ability to use information technology systems to retrieve information and produce reports Possess well developed interpersonal and communication skills (e.g. articulate, calm, approachable, discreet, sensitive, open, confident, assertive) Possess an appropriate value base in keeping with good Social Work principles and be able to justify, present your views and make appropriate decisions Possess the ability to be supportive, respectful of others and be non-judgemental Possess skills in relation to people motivation, counselling Display initiative and interest in work, negotiate and advocate.	Technology skills in relation to client indexes and records	
Knowledge	Knowledge of statutory responsibilities and relevant legislation Appropriate understanding of the relationship of Social Work Services with other Council Services, Partners, local communities, general public and other agencies e.g. Health, Police, Legal Services, Private and		Application form Interview References

	Voluntary Sectors and be able to work effectively for the needs of the customer		
Other	Registered with SSSC as a Social Worker or be fully registered within 6 months of being appointed to the post Able to work within an 8am – 8pm framework		Application form Certificate