Social Worker

JOB PROFILE

Incorporates

Section 1 **Post Descriptor**

Section 2 **Person Specification**

SECTION 1: POST DESCRIPTOR

1. JOB DETAILS

Job Title: Social Worker

Service Area: Children's Health, Care and Criminal Justice	**Section:** Criminal Justice
Reports to: Senior Social Worker	**Grade:** 8
Position Number: SW1530	**Gauge Reference:**

2. JOB PURPOSE

- To deliver front line Criminal Justice Social Work services.
- To prepare Criminal Justice Social Work Reports, Home Background and Home Leave Reports.
- To supervise offenders subject to statutory supervision in the community.
- To assess needs/risks and provide appropriate recommendations and risk management plans to Courts and other relevant bodies.
- To reduce re-offending and contribute to public protection.
- To work effectively in partnership with other agencies.
- To contribute to and support service development and partnership working.

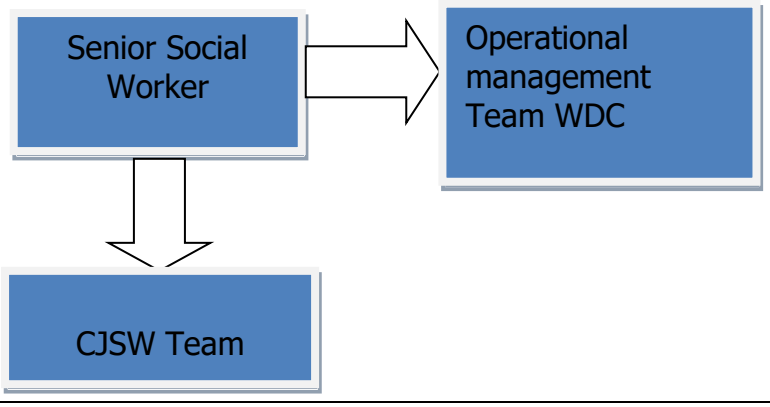
3. DIMENSIONS and SCOPE OF JOB
(including budgetary and staffing responsibilities)

Budget: Nil

Staffing Direct: Nil

Staffing Indirect: Nil

4. ORGANISATIONAL CHART
(shows levels directly above and below this post and includes grades of posts)



5. ROLE OF DEPARTMENT/SECTION

The Primary Role of Criminal Justice Social Work can be summarised in the functions of risk assessment/management and supervision of offenders in the community. The service has a critical role in public protection and takes the lead in discharging the Authorities responsibilities as a Responsible Authority under the terms of the Management of Offenders (Scotland) Act 2005.

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES

- The post holder undertakes a range of risk assessment activities
- The post holder undertakes the preparation of risk management plans
- The post holder reports to a Senior Social Worker, Criminal Justice on progress, delivery and performance.
- Provides reports for Parole Board, Courts and other Criminal Justice bodies
- Participates in and contributes to multi agency processes in relation to prisoners subject to supervision following custodial sentences.
- Supervises offenders in the community in accordance with statutory requirements, national outcomes and standards and local authority procedures/guidance.
- Undertakes public protection duties under the terms of relevant legislation, standards and guidance (national and partnership, see above re risk management plans etc.)
- Participates in and contributes to child and adult protection activities under the terms of relevant procedures and guidance.
- Contributes to the development and delivery of services
- To represent the Criminal Justice \ social work service in relevant practitioner / operational settings.
- Develop, and maintain relationships with third sector partners in relation to the effective case planning, risk assessment and management of offenders.
- Communicate effectively with external stakeholders and partners such as police, housing providers, Courts, prisons and third sector organisations.
- Meet timescales, such as those set by the Courts and Scottish Government guidelines and standards.
- To contribute to the effective functioning and development of the team.
- Identify opportunities for the professional development through use of the PDP process and implement learning & development as required.
- Undertake mandatory training i.e. Child Protection, Adult Protection, Health and Safety, First Aid as required.
- Participate in and contribute to formal supervision by line manager.
- To undertake specific remits and functions as may be delegated by line manager
- Comply with associated Health and Safety Regulations;
- Undertake further duties as may be required by the exigencies of the service.

7. PROBLEM SOLVING

- The post holder will refer to the Polices & Procedures of the Council, legislation, department, Criminal Justice Partnership, national standards and legislation in their day to day role.
- Undertake Risk Assessments, identify need and differentiate the expectation of clients and plan appropriate utilisation of local support.
- The post holder will require responding to a diverse variety of issues from service users, staff, Courts, police and other external agencies. In order to resolve the issues often inventive individualised bespoke solutions must be created where there is no prior policy or procedure in place to assist.
- Advice will be sought from a Senior Social Worker or other manager in relation to any issues which could result in disciplinary, grievance or dignity at work issues.
- Develop robust and bespoke strategies to engage with and manage the risk presented by offenders. This will typically involve working in close collaborative relationships with other statutory agencies and third sector.
- Develop intervention strategies with appropriate planning and application of resources to meet need and manage risks identified from the systematic application of risk assessment tools and management strategies

8. PLANNING

- The postholder will be responsible for the design and delivery of individual risk management plans to ensure they are developed in line with agreed outcomes
- The postholder will contribute to the development of operational service plans and within the context of the Partnership Planning and Performance Improvement Framework (PPIF)
- Participation in and contributing to the formulation and regular review of multi agency risk management plans are an integral part of this post

9. ASSIGNMENT AND REVIEW OF WORK

The post holder reports to a Senior Social Worker who is responsible for the assignment and review of work. Within this context there is however a broad framework of delegated authority to develop and progress day to day work with a degree of professional autonomy. Both regular formal and informal meetings are held between the post holder and the Senior Social Worker.

The post holder's work is driven by legislation, national outcomes and national operational guidance. The operational demands arise principally from Courts, the Parole Board and Scottish Prison Service in terms of assessment, allocation, risk management, review and discipline. Within this context the post holder is expected to anticipate/manage operational problems and difficulties with reference to and under the guidance of a Senior Social Worker as required.

10. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal communications and working relationships:
These are principally with CJSW colleagues and Senior Social Workers. This ensures consistency in approach to working practices is achieved and maintained. As a member of an operational team the post holder contributes to the front line delivery of CJ Services and achievement of operational objectives. The post holder supports colleagues in dealing with service users, typically in situations where disciplinary (breach of order) or other sensitive/complex matters. The post holder will regularly liaise with colleagues in other local services within and outwith the HSCP.

The post holder delivers services across local authority boundaries; the post therefore involves the establishment of professional relationships within that context.

External communications and working relationships are with:-

- Courts – liaising with Court officials and solicitors
- Scottish Prison Service
- MAPPA Unit
- Police Scotland
- Service Recipients (persons/families in receipt of services)
- Solicitors (defence agents) – a good working knowledge of legislation is required
- Other local authorities– network with colleagues and peers at a local regional and national level, promote good practice etc.
- Employment/training Services – promoting the service and securing links to obtain skills for clients with a view to them accessing employability throughout and on completion of their Orders.
- Third sector organisations providing support services for clients

Networking with a wide range of agencies and organisations is a critical role in achieving effective delivery of the service.

Contributing on an ongoing basis to the development of services in relation to all aspects of Criminal Justice Social Work. Implementation of legislation. Participation in regular case monitoring in addition to staff/client case review meetings to ensure that the impacts of changes are translated into practice.

11. DECISION MAKING

The post holder operates within a framework of criminal justice legislation, Scottish Government policy and council/partnership policy. However, the post holder is expected to contribute to the development of innovative and pragmatic solutions to complex problems and issues which are not covered by policy or precedent and which may have significant implications for the department and the wider council in terms of the discharge of statutory obligations. For example general and Court duty cover where a good knowledge and understanding is required of not only criminal justice legislation but also social work practice (all disciplines) and working practices of all sectors across the department in order to provide advice and guidance to service users and colleagues in other services/agencies.

Within the framework of agreed operational objectives the post holder will progress initiatives in consultation with managers.

12. MOST CHALLENGING PART OF THE JOB

The post holder is predominantly responsible for the delivery of front line Criminal justice Social Work services to a range of stakeholders.

- The post holder will deliver services/interventions which are critical to public protection and reducing re-offending
- The post holder will maintain and develop robust operational relationships with a range of partner agencies and organisations
- The post holder will maintain a high level service performance and be accountable for service improvements where identified by line manager
- The post holder will deploy resources and manage individual priorities efficiently and effectively

External challenges

The post holder regularly deals with the public and community organisations as support services for service users. This involves managing expectations, undertaking thorough risk assessments and achieving outcomes to a satisfactory standard. The post holder is required to bring concerns/ complaints re service to the attention of manager without delay and to have an overall regard for the credibility of the service.

The post holder has a key role in reconciling individual need with national guidance, policy and legislative requirements.

Effectively responding to offending is a complex and challenging field. The post holder requires to keep abreast of practice development and take a high degree of individual responsibility with regard to change where required, actively identifying the need for and opportunities for professional development and training.

13. GENERAL

Disclosure/PVG membership: PVG – Adults and Children

Politically Restricted Post: Not politically restricted

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available, including any mandatory courses and timescales for these to be completed. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport

Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules;
Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy

- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

15. ROLE SPECIFIC TRAINING

Listed below are the training requirements which must be completed in order to undertake this position, with timescales where appropriate. Noting this is in addition to generic WDC training listed above.

Risk Assessment training including:

LSCMi
ViSOR
SA07
SARA
Gender based violence

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Qualification in Social Work and registered or eligible to register with SSSC	Completion of a post qualifying award
Current knowledge of and understanding of National Outcomes and Standards for Justice Social Work	
Completion of NPPV level 2 disclosure or willingness to undertake	
Training	
Have completed training and achieved competency in criminal justice assessment tools; LSCMI, SA07, RM2K, SAO7	Undertaken post qualifying training in area relevant to post
Experience	
Experience of Criminal justice Social Work	Experience of working in a multi-disciplinary setting
Experience in undertaking risk assessments/use of risk assessment tools	Experience of Child/adult protection
	Experience of group work
Knowledge and Skill	
Knowledge of Criminal Justice Social Work	Good IT skills
Good written and verbal communication skills	
Report writing skills	
Ability to work to deadlines	
Ability to prioritise work tasks	
Disposition	
Flexibility with respect to occasionally required to work out-with normal office hours	Driving licence
Able to demonstrate openness, objectivity and the ability to listen to alternative view points	
Enthusiasm for new and innovative ways of working	