Recruitment Profile

Post number	11240
Position title	Social Worker
Grade	9A
Department	People
Location	Learning Disability Team - Council HQ Newton Saint Boswells
Salary/Rate of Pay	27091.91 - 29260.01 per annum
Hours of work	21
Weeks per year	52.1428
Number of staff responsible for	N/A
Reports to post number	Service Manager
Registration requirements	SSSC Registration essential
Drivers Licence required	A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Adults
Political restrictions	No
Role profile number	SC 7A
Business World post status	Permanent
Work pattern	3 Full Days a Week - Specific Days can be discussed
Vacancy number	SBO10563
Closing date	03/12/2026

Role purpose

Please note if applying as a NQSW you will begin on Grade 8 during your NQSW year.

This post is part of the integrated Scottish Borders Learning Disability Service. A significant focus of the role is supporting the implementation of Scotland's Coming Home Programme, working with individuals with learning disabilities and complex needs to ensure they receive the right support, in the right place, at the right time.

The post holder will take a lead role in undertaking Coming Home reviews, coordinating multi-agency assessment and planning processes, identifying barriers to discharge and community living, and working collaboratively with individuals, families, health colleagues, providers, housing services and other stakeholders to develop sustainable, person-centred support arrangements.

A key element of the role will be supporting individuals to return to their local communities within the Scottish Borders and where possible ensuring people can remain connected to their families, support networks and communities. The post holder will also work proactively to prevent unnecessary hospital admissions, placement breakdowns and out-of-area moves by developing and maintaining effective local support arrangements.

Due to the nature of the Coming Home Programme, the post holder will be required to undertake regular

travel both within and outwith the Scottish Borders. This will include visiting individuals placed in out-of-area settings, undertaking assessments and reviews, attending multi-agency meetings, working with providers and families, and supporting planning to enable individuals to remain within, or return to, their local communities where appropriate.

The role will also involve undertaking reactive reviews where there are changes in circumstances, increased risks, concerns regarding existing support arrangements, or where current services are no longer meeting an individual's assessed needs. Alongside this work, the post holder will undertake a proportionate level of care management activity and contribute to the team's duty arrangements as required.

The post requires strong assessment, care management and partnership working skills, together with the ability to manage complexity, balance risk and promote rights-based, outcome-focused practice.

Principles Duties and Responsibilities

Lead and coordinate Coming Home reviews for individuals with learning disabilities and complex support needs.

Support and coordinate plans for individuals to return to the Scottish Borders from out-of-area placements where appropriate and in line with assessed needs and desired outcomes.

Work collaboratively with individuals, families, carers, advocacy services, providers, health professionals, housing services and partner agencies to develop plans which support people to live within their communities wherever possible.

Promote community-based solutions which reduce reliance on hospital, institutional and out-of-area placements.

Contribute to reducing delayed discharge and preventing unnecessary admissions through effective assessment, planning and review.

Identify and address barriers to repatriation, discharge, community placement development and long-term support sustainability.

Undertake comprehensive assessments of need, strengths, risks and desired outcomes in accordance with legislation, policy and local procedures.

Coordinate and progress reactive reviews in response to changing circumstances, placement instability, safeguarding concerns or escalating risks.

Support service development activity by identifying gaps in provision and contributing to the development of innovative local support options.

Work with providers and partner agencies to maximise opportunities for individuals to remain within, or return to, their local communities wherever possible.

Manage a proportionate care management caseload, including assessment, support planning, review and coordination responsibilities.

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Participate in the team's duty service, responding to referrals, enquiries and urgent situations.

Undertake statutory social work responsibilities, including Adult Support and Protection and Adults with Incapacity work where required.

Maintain accurate, timely and outcome-focused recording and documentation in accordance with professional standards and organisational requirements.

Contribute to service development and continuous improvement activities that enhance outcomes for adults with learning disabilities.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	Professional Social Work Qualification A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.	Council Officer Accreditation Practice Educator Certificate Mental Health Officer Qualification
Skills, knowledge and competences	Knowledge of the Coming Home Project Understanding of Community Care legislation, including Community Care and Health (Scotland) Act 2002, the Adults with Incapacity (Scotland) Act 2000 and the Adult Support and Protection (Scotland) Act 2007 Ability to work within the statutory framework and an understanding of relevant legislation and guidance including the Social Care (Self-directed Support) (Scotland) Act 2013, and the Carers (Scotland) Act 2016 Familiarity with 'The Same as You?', 'The Keys to Life', 'Promoting Health, Supporting Inclusion' policy documents and other policy drivers for Learning Disability Services	Knowledge of positive behavioural support (PBS) or trauma-informed approaches Familiarity with Adult Protection and Adult's with Incapacity case conferences and inter-agency procedures Confidence supporting people to make informed choices about care packages Experience of chairing meetings or coordinating complex cases Involvement in Practice development initiatives Confidence working with health, housing, police, and providers

	Personal effectiveness in time management, objective setting and stress management Assessment, reviews and Care Management skills which reflect an outcomes approach. An ability to provide analysis of complex situations Clear value base, which includes an understanding of non-stigmatising and of non-discriminatory practice. Negotiation skills and an ability to work in partnership with users and carers. An ability to develop and maintain constructive, positive, working relationships with service users, carers and Providers An understanding of Learning Disability and its impact on the person and those close to them Understanding of mental health needs. Excellent written and verbal communication skills The ability to communicate effectively using a variety of ways with people who have communication difficulties Skills in use of IT systems for electronic recording purposes Ability and commitment to work constructively with other agencies to develop high quality services.	
Experience	Experience of working within a statutory social work setting Experience of undertaking assessments, care planning and reviews within a community care framework Experience of working with adults who have complex needs and/or vulnerabilities Experience of risk assessment and risk management, including safeguarding/adult protection work Experience of working in partnership with service users, carers, and multi-agency colleagues Experience of managing competing demands and prioritising workload effectively Experience of maintaining accurate	Experience working with out of area clients Experience of working with adults with a learning disability Experience of working within a duty team Experience of Adult Support and Protection processes, including investigations Experience of self-directed support (SDS) assessments, reviews and support planning Experience of working within an integrated health and social care team Experience of Adults with Incapacity work

	and timely records in line with organisational and legal requirements	
Other	Personal Attributes: High commitment to working with people with learning disabilities and their families to improve outcomes for them. Be self directing and able to be flexible. Have commitment to furthering own professional development. Be committed to working in partnership in an integrated service Able to reflect on practice and be open to learning	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process
After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Teacher Posts in Catholic Schools
Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

Political Restrictions
Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of

£13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.