

JOB PROFILE

Post Title: Social Worker - Adult Social Work

Post No: Generic

The purpose of the job is to provide a professional social work service, including the Mental Health function as part of an operational team, based in Adult Social Work.

In accordance with the Scottish Social Services Council; all Social Work Services Workers must adhere to the following Codes of Practice:

- Protect the rights and promote the interests of service users and carers;
- Strive to establish and maintain the trust and confidence of service users and carers;
- Promote the independence of service users while protecting them as far as possible from danger or harm;
- Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people;
- Uphold public trust and confidence in social work services; and
- Be accountable for their practice and take responsibility for maintaining and improving their knowledge and skills.

The main duties of the Social Worker Adult Social Work are to undertake a range of statutory duties in relation to:

The Social Work (Scotland) Act 1968

The NHS and Community Care Act 1990

The Mental Health (Care and Treatment) Act 2003

The Carers Recognition Act 2002

The Children (Scotland) Act 1995

Adult Support and Protection (Scotland) Act 2007

Adults with Incapacity (Scotland) Act 2000

Social Care (Self-directed Support) (Scotland) Act 2013

And other relevant legislation

To provide services to adults who may require Adult Social Work provision:

- To assess and determine needs as defined above, and in particular in relation to community care legislation;
- To develop individual care plans in partnership with service users, families and service providers.
- To implement care plans for Service Users who have complex needs;
- To support clients, carers, friend and relatives through loss or bereavement;

- To chair Adult Social Work case conferences, in accordance with agreed procedures;
- As care manager, attending and calling, inter-disciplinary meetings or case conference in relation to Adult Social Work;
- To facilitate the transition of service users from hospital care to community based care
- To liaise with other services to assist service users in the transition from children's to adult services
- To prepare reports for case conferences and review meetings as required
- To investigate and assess whether adults are at risk and in need of support and protection

For Mental Health Officers

- To carry out Mental Health Officer duties as requested;
- To work collaboratively with appropriate professionals in the execution of emergency detention orders;
- To participate in the decision making process regarding loss of liberty;
- To make applications through the Mental Health Tribunal for Scotland and Court process, as required by legislation;
- To prepare assessments and reports for presentation to the court, and to the Mental Health Tribunal;
- To assess appropriateness of interventions under the respective statutes;
- To advise social workers and other professionals in relation to intervention options;
- To assess the need for services in respect of children living in families affected by mental health issues;
- To keep up to date with relevant mental health legislation and policy developments and to follow guidelines for best practice.

To undertake other duties as follows:

- To act as Duty Social Worker, assessing referrals implementing initial strategies and recording appropriately;
- To participate in the out of hours emergency duty service;
- To ascertain costs of actions proposed, committing necessary funds according to departmental procedures;
- To participate in such professional training as is deemed necessary for the effective delivery of services;
- To maintain records on case files/SWIFT in accordance with departmental procedures;
- To undertake any specialist duties (i.e acting as Mental Health Officer) where suitably qualified;
- To assess applications for assistance from Shetland Islands Council Charitable Trust in particular Social Assistance Grants;
- To be aware of and comply with relevant health and safety procedures;
- To be aware of other relevant policies and procedures and apply them appropriately within the service;
- To supervise Social Work Assistants, including co-ordinating and allocating work, as well as advising and guiding;
- Mentor Trainee Social Workers
- To undertake any other duties which may be reasonably requested by the Executive Manager / Director.

From time to time, the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	<p>A positive attitude towards Service Users.</p> <p>Personal motivation.</p> <p>Capacity to work under pressure.</p> <p>Confidence to work with complex issues.</p> <p>Capacity to work creatively to maximise effective use of limited resources.</p>	
<u>Relevant Experience</u>	<p>Be computer literate.</p> <p>3 years post qualifying experience and some recent fieldwork experience in Adult Social Work</p> <p>Experience of assessment and Risk management.</p>	<p>Knowledge of SWIFT</p> <p>12 months fieldwork experience in Adult Social Work.</p>
<u>Education, Skills, Abilities and Knowledge</u>	<p>Degree in Social Work or equivalent.</p> <p>Knowledge of relevant legislation.</p> <p>Knowledge of risk assessment and risk management.</p> <p>Knowledge of needs assessment and care planning.</p> <p>Knowledge of Adult Social Work fieldwork and its customer base.</p> <p>Ability to translate policy and legislation into practice.</p> <p>Ability to maintain confidentiality.</p>	<p>Mental Health Officer qualification.</p> <p>Post qualification training.</p>

Ability to maintain update/
accurate records.

Ability to prioritise work.

Ability to work on own initiative.

Ability to work in partnership
with service user/agencies to
promote independence for
service users.

Excellent communication skills
both oral and written.

Full driving licence and/or the
ability to travel throughout
Shetland at short notice and
where public transport is limited

ICT skills.

Allowances: Standby & Telephone, Distant Islands Allowance

Evaluated Grade: K

Date of Evaluation:

PVG Membership: Adults & Children

Disclosure Check: No

Date of Last Amendment: 12/01/2021