

The Highland Council

Job Description

Service:	Care and Learning	Section:	Children and Families
Job Title:	Social Worker (Children and Families)		
Grade and Salary:	HC09 £37,146 - £40,222 p.a. Salary placing will normally be at the first point of the scale		
Location:	As advertised		
Responsible to:	Team Manager		
Job Purpose:	<ul style="list-style-type: none">▪ Providing a Social Work Service as lead professional to children and families, including looked after children and those on the Child Protection Register.▪ The post will involve undertaking office duties		
Key Duties and Responsibilities:	<ul style="list-style-type: none">▪ Responsible for the professional assessment of client need and the consideration of available options and resources▪ Ensuring the implementation of child's plans.▪ Maintaining accurate records including the input of information to Social Work Services database, in accordance with Highland Council Policy▪ The preparation of multi agency child's plans for the Children's Reporter, child's plan meetings and reports for the Courts.		
Other Duties:	<ul style="list-style-type: none">▪ The post holder may be required to undertake any other duties appropriate to the level of the post.▪ Preparing for supervision with the appropriate Team Manager or Senior Social Worker▪ Participation in multi-disciplinary meetings		
Health & Safety:	<p>Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:</p> <ul style="list-style-type: none">• Be familiar with Violent Incident and Accident reporting procedures and comply with them.• Undertake a continual program of Risk Assessment in relation to their role within Highland Council• Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with the Highland Council's Health & Safety Procedures.		
Date:	17.10.12		

The Highland Council

Person Specification

Service: Care and Learning

Job Title: Social Worker, Children and Families

Essential Competencies



1. Experience of working with children and families.
2. Experience of working closely with other agencies offering a service to children and families.
3. Experience of Looked After systems and Children's Hearings.
4. You should be registered with the Scottish Social Services Council on the 'Social Worker' part of the Register and as such hold a qualification that is recognised by the SSSC as being equivalent to the Diploma in Social Work (DipSW).
5. Skills in assessment and analysis.
6. Good communication, both verbal and written.
7. Interviewing skills.
8. Ability to work in an imaginative and creative way.
9. Counselling skills.
10. IT skills.
11. Ability to work in partnership with children, families and other professionals.
12. Commitment to partnership working.
13. You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service.
14. Knowledge of range of services and resources available.
15. Ability to work as a member of a team.