

**Job Description**

This job description may be amended from time to time dependent on job requirements and Service provision.

# Section A

## Post Title: Social Worker

**Location: Stirling Community Hospital**

**Reports to post (Title):** Team Leader

**Service:** Integrated Learning Disability team, Stirling

**Grade: 10**

**Eval Ref:**

**Date: 27/06/2022**

# Section B

**Organisational Relationship**

**Section B**

**ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY**

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).

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**Insert pic of structure**

# Section C

## Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

**PRINCIPAL PURPOSE and OBJECTIVES**

This section lists the main (headline) responsibilities / accountabilities of the job.

Post holder will be located in Stirling for 35 hours per week and wiill be line managed by the Team Leader of Integrated Learning Disability Service within Clackmannanshire and Stirling Health and Social Care Partnership

Objectives:

* Undertake an individual assessment which identifies the needs and risks of vulnerable service users and co-ordinate care packages that respond to identified need.
* Operate within the legislative framework governing the delivery of social work services and comply with national and local policy
* Operate within professional standards of practice as outlined in the SSSC code of practice
* Undertake statutory duties conferred on Councils regarding the protection, support and welfare of vulnerable adults and children
* Contribute to achievement of Community Care Teamobjectives and standards by supporting of team work and flexibility, contributing to the overall success of the Council.
* Work towards the continuous improvement of service delivery and performance of the Community Care Team

# Section D

## Main Duties and Responsibilities

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

* Ensure that interventions are compliant with statutory legislative requirements and standards
* Operate within and adhere to national and local policy framework
* Ensure ongoing registration with the relevant professional body
* Ensure skills, knowledge and understanding of the social work role adheres to future legislative and policy changes
* Ensure that professional practice is current, relevant and complies with the requirement of CPD
* Meet all relevant internal and external targets
* Deliver effectiveand safe social work practices that contribute the achievement of better outcomes
* Ensure there is effective communication across all relevant agencies to ensure better protection of vulnerable people
* Work closely with all relevant agencies to ensure information is shared appropriately to enhance public safety
* Be involved in the assessment and management of risk and ensure effective care planning and interventions to minimise risk ensuring the highest level of public protection and community safety
* Contribute to the protection of children , families and adults by adhering to and applying the robust systems and procedures in place and thereby contributing to better outcomes for children, adults and families
* Recognise and respond to the need for early interventions that benefit individuals in need of care and protection
* Establish and maintain excellent working relationship with relevant community groups and individuals
* Promote a culture of social inclusion and empowerment for individuals and communities
* Promote the role of the social work service within communities
* Take account of the views of vulnerable individuals and groups
* Promote and establish high levels of customer care
* Communicate with key stakeholders in identifying and taking action to meet the needs of different customer groups.
* Consult regularly and seek feedback to improve overall service delivery to stakeholders.
* Manage customer expectations by responding and prioritising customer requests, taking account of other work demands.
* Support a customer focused culture in service delivery and improvement to enhance the performance of the organisation.
* Support good working relationships by offering advice, encouragement and assistance to enhance overall team performance.
* Communicate within the community care teamby being open and approachable and developing working relationships with fellow team members.

Work to achieve team objectives by developing strong working relationships with stakeholders

Section E

## Responsibility for Physical Assets, Data and Finance

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| **Section E****RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE**This section details responsibility for **physical assets**, e.g. Vehicles, buildings, stock control / procurement, **data**, eg computers, record keeping, **finance** e.g. Budget holding / monitoring / cash handling. |

# Section F

## Communications Skills

**COMMUNICATIONS SKILLS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

To effectively assess and care manage a complete range of service user, carer and service provider issues. This includes the risk assessment of these and any other persons associated with the Assessment and Care Management process.

To effectively respond to Adult Support & Protection and Child Protection issues

Discussing with service users the Council’s charging policy and financial assessments for the client’s financial contribution for services provided.

Collaborative involvement in contribution to Area/Locality Planning and Service Development.

**Internal**: Team Managers, Service Manager, Assistant Head of Operations, Head of Service, other Assessment and Care Management teams, staff in Direct Provisions, Finance and Income Maximisation Services and Strategic Support Services.

**External:** Service users and carers, other appropriate Council Services - Housing, Planning, Children’s and other agencies such as Health Board, Hospitals, General Practitioners, the Police, Health Visitors, District Nurses, Benefits Agency, Independent providers, Care Homes, Voluntary Organisations with regard to service user-related issues and service development

# Section G

## Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

# Section H

## Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

* Collaborative working to maximise integration opportunities.
* To work outside normal office hours from time to time
* To be able to respond in an emergency situation within Stirling and Clackmannanshire Health and Social Care Partnership area.

This job description may be adjusted to accommodate changes within the integrate Learning Disability team.

# Section I

**Knowledge and Skills**

This section details the knowledge and skills including any qualifications, specific training or experience required.

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| **Personal Specification** | Essential  | **Desirable**  |
| KNOWLEDGE | * Practice and experience within social work
* Knowledge of social work policy and legislation
* Understanding of community care issues practice and processes
* Working knowledge of adult services, adult protection and social work criminal justice
* Appreciation of the financial governance and procedures
 | * Knowledge of current research and theory
* Knowledge around learning disability
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| SKILLS | * Excellent communication skills, both verbal and written
* Ability to engage with service users
* Team working skills
* Multi-agency/disciplinary awareness.
* Good assessment skills
* Good risk assessment and risk management skills
* Good analytical skills
* IT literate – ability to use PC based packages
* Excellent organisation and co-ordination skills
* Good written and oral communication skills
* Good interpersonal & motivational skills
* Time management skills
* Ability to work to tight deadlines
* Able to work on own initiative
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| EXPERIENCE | * Demonstrable experience across all role activities
 | * Previous experience in relevant social work setting
* Experience within learning disability
* A record of effective delivery of social work services
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| EDUCATION/TRAINING | * Recognised social work qualification
* Registered with SSSC or required to be registered with the SSSC within the first 6 months of commencement of employment.
 | * Relevant Post graduate or specialist qualifications
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| PERSONAL QUALITIES | * Strong customer and service delivery orientation
* Flexible and adaptable people.
* Self-Motivated
* Approachable - Customer focused
* Team player
* Ability to work on own initiative.
* Ability to work under pressure to deliver results
* Ability to work with minimum supervision
* Inclusive and respectful
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| DRIVING LICENCE | * Full UK Licence
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