

SOCIAL WORK ASSISTANT			
Reference No:	A4363		
Service:	Various		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC6

Purpose
Working in partnership to deliver high quality services to service users through robust assessment and case management processes.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Co-ordinating and managing cases, effectively using case recording and file management systems.	Considerable experience of working in a relevant setting	✓	
	Knowledge of professional practice models and standards	✓	
	Educated to SCQF level 7 which included HNC or Advanced Highers or SVQ 3 or equivalent		✓
Undertaking assessment of needs and risks as directed.	Knowledge of theory underpinning practice in relevant areas of Social Work		✓
Contributing to complex assessments of need and risk.	Experience of joint working	✓	
Reducing levels of risk to service users and others.	Knowledge of relevant guidelines and information sharing protocols	✓	

Role Profile

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	Knowledge of the responsibility for reporting issues	✓	
Contributing to and developing care/action plans.	Experience of case co-ordination/planning		✓
Providing written reports as required, including informed recommendations concerning care/action plans and further actions.	Problem solving skills Report writing skills IT skills	✓ ✓ ✓	
Maintaining service user/carer contact as required.	Communication skills	✓	
Promoting/maintaining independence and inclusion.	Knowledge to practice in a way that empowers others Experience of adopting and developing models of practice	✓ ✓	✓
Engaging and supporting families and carers.	Knowledge of the role of carers and families and the impact this may have on health and well-being	✓	
Working in collaboration with partners e.g. Health Service, Education, Police and voluntary sector agencies.	Knowledge of stakeholder objectives Experience of multi-disciplinary working	✓ ✓	✓
Improving the outcomes for service users by applying knowledge, judgement and appropriate quality control procedures.	Knowledge of service policies, procedures and resources	✓	
Promoting the interests of service users and carers in terms of rights, opportunities, culture and diversity.	Experience of promoting equality and diversity	✓	
Ensuring service users receive an outcome focussed service.			
Making sure that risk assessment and risk management are central to achieving good outcomes.			

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Ensuring that all interventions and engagement with service users contribute to improving outcomes.	Experience of utilising a variety of interventions in working with groups and individuals	✓	
Utilising financial resources in line with Council policy and procedures.			
Being responsible for the effective application of the electronic client information system by updating and ensuring the accuracy of all relevant client records.	Experience of interpreting data Analytical skills Knowledge of the value of performance management/ monitoring	✓ ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Graduate Apprenticeship in Social Work			
Knowledge and understanding of social work policy, legislation and practice through experience of working with individuals in need in multi-agency settings.	Experience of working within a Fife Council social work team.	✓	
This Graduate Apprenticeship is a work-based training program that leads to a Social Work qualification. As part of this job role the post holder will be expected to attend university and complete the approved course of study and placement requirements, achieving a BA Honours Degree in Social Work.	Organisational and communication skills	✓	
	Experience of mutli disciplinary working	✓	
	Report writing skills	✓	
An ability to demonstrate required prior learning that is relevant to the Graduate apprenticeship role.	Applicants must meet the University course entry requirements.	✓	
Demonstrate a commitment to developing professional skills, knowledge and experience through completion of student placements across a variety of social work settings across Fife.	Problem-solving skills	✓	
	Ability to work as part of a team and respond flexibly to service needs	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.