

SENIOR SOCIAL WORK ASSISTANT			
Reference No.	A4671	Type	Generic
Service	Various		
Job Family	Para-professional 5	Grade	FC7

Purpose
Working in partnership to deliver high quality services to service users through robust assessment and case management processes.
Contribute to and develop a high-quality service by supporting social work assistants to ensure that relevant statutory duties in relation to delivery of services are carried out.
Collecting and recording data and preparing reports for the service.

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.	Educated to SCQF level 6, which includes Highers or SVQ level 3 or equivalent experience	✓	
	Knowledge of professional practice models and standards (Take ownership - See 'How We Work Matters' Framework)	✓	
	Educated to SCQF level 7, which includes HNC or Advanced Highers 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 (Deliver results - See 'How We Work Matters' Framework)	✓	

Role Profile

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Reducing levels of risk to service users and others.	<p>Knowledge of relevant guidelines and information sharing protocols</p> <p>Knowledge of the responsibility for reporting issues</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
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.	<p>Problem solving skills</p> <p>Report writing skills</p> <p>IT skills (Embrace technology and information)</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Maintaining service user/carer contact as required.	Communication skills	✓	
Promoting/maintaining independence and inclusion.	<p>Knowledge to practice in a way that empowers others (Focus on customers)</p> <p>Experience of adopting and developing models of practice</p>	<p>✓</p>	<p>✓</p>
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 (Take ownership)	✓	
Working in collaboration with partners e.g. Health Service, Education, Police and third sector agencies.	<p>Knowledge of stakeholder objectives</p> <p>Experience of multi-disciplinary working</p>	<p>✓</p>	<p>✓</p>
Improving the outcomes for service users by applying knowledge, judgement and appropriate quality control procedures.	Knowledge of service policies, procedures and resources	✓	

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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.			
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		✓
Contributing to the development and modernisation of services. Participating in service planning and evaluation to ensure developments reflect assessed needs	Presentation skills	✓	
Carrying out formal supervision of staff on a six weekly basis but can be more frequent if necessary.	Supervisory skills	✓	
	Appraisal skills	✓	
	Knowledge of impact of stress		✓
	Knowledge to manage stress pro-actively		✓
Liaising with other professionals, voluntary groups, independent sectors in the area, ensuring effective working relationships are established and maintained.	Chairing inter-agency meetings	✓	
	Experience of working with other agencies (Work together)	✓	

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Manage, record and present data to evidence and evaluate service delivery and effectiveness.	Recording and presentation skills.	✓	
	Report writing skills	✓	
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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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 – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results

