



Role Profile

SOCIAL WORKER			
Reference No:	KK1050		
Service:	Communities and Health Social Care Partnership		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC8

Purpose
To work as part of a team, supporting individuals and families to access services specific to their needs or risks they may be experiencing.
Responsibilities includes the individual's responsibility for promoting and safe guarding the welfare of people s/he will be providing support or care for or comes into contact with.

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
Undertaking thorough and informed comprehensive assessments of need and risk.	Social Workers must be qualified with a BA (Hons) Social Work prior to applying. The degree can only be achieved when the applicant is a social work student. A SW student must be registered with the SSSC on the Social Worker Student register and will transfer to the Social Worker register when qualified. To ensure you achieve registration within 6 months of starting in the role, you must apply to register within 3 months of your start date.	✓	
	Other relevant qualifications, e.g. Practice Teaching Award, Mental Health Officer Award, Adult protection Award		✓

E = Essential Criteria D = Desirable Criteria

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
	Experience of assessing need and risk Experience of assessment tools	✓	✓
Work individually and/or collaboratively to produce plans to support vulnerable people.			
Assessing, managing, monitoring and reducing risk to service users and others.	Knowledge of national outcomes, policies, procedures, professional practice models, values and standards Knowledge of theory underpinning practice in relevant area	✓	✓
Contributing to complex assessments of need and risk with an aim of improving outcomes whenever possible.	Experience of dealing with challenging behaviour		✓
Carrying a caseload with varying complexity requiring specialist skills and knowledge to enable the team/individual to respond effectively to the needs/risks of service users.	Skills in risk management and caseload management Knowledge of appropriate legislation Initiative taking skills	✓ ✓ ✓	
Maintaining service users/carers contact as required.			
Co-ordinating cases while being significantly aware of issues within relevant area and how to progress any concerns in accordance with guidelines.	Experience of promoting equality and diversity	✓	
Providing written reports as required, including informed recommendations concerning care/action plans, further actions.	Experience of analysing information	✓	
Attending meetings and case reviews.	Team working skills	✓	
Updating and ensuring accuracy of all relevant service user records and taking responsibility for the effective application of information management systems.	Organisation skills	✓	

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
Engaging and working in partnership with service users, family members, police, health, statutory/voluntary agencies and others as appropriate, providing professional advice, guidance and support to achieve optimum outcomes and ensure information is shared.	Knowledge of information sharing protocols Ability to travel throughout Fife	✓ ✓	
Contributing to the development of a high quality professional service, achieving objectives within the Service Improvement Plans and Care Commission Standards in terms of performance, people and partnerships, promotion of equal opportunities, rights, culture and diversity.	Knowledge of the value of performance management/monitoring		✓
Providing advice and information, offering emotional and practical guidance, assessing and signposting when appropriate.	Problem solving skills	✓	
Chairing meetings and review panels as appropriate.	Communicating skills	✓	
Assessing, managing, monitoring, reviewing and developing creative, high quality plans designed to meet the needs of service users as part of a multi-disciplinary team while operating within the framework of service policies and procedures e.g. Health and Safety Regulations, Data Protection Legislation and Confidentiality Policy.	Prioritisation skills Negotiation skills	✓ ✓	
Contributing to/developing care/action plans.	Ability to work effectively with others and on own	✓	
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:			
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
SOCIAL WORKER (Community Social Work Team)			
Engaging with individuals and communities to co-produce and inform service delivery within their area	Post holder must have the ability to work within a strength-based , relationship focussed model	✓	
Providing, support and advice on complex issues to individuals within social work community hubs	Experience of working with complexity and an ability to make decisions and work with professional autonomy		✓
Engaging with communities to address structural issues of poverty, discrimination, inequality and disadvantage	Experience of working with a systemic approach to intervention and support		✓
Development of community initiatives to address social issues at the root of the problem	Ability to work in partnership with other professional agencies, community activists and community groups	✓	
SOCIAL WORKER (Mental Health Officer)			
Manage a caseload in relation to the Adults with Incapacity (Scotland) Act 2000, Mental Health (Care and Treatment) (Scotland) Act 2003 and Criminal Procedures (Scotland) Act, as well as providing duty service on a rota basis.	Have attained a pass in the Post Graduate Award, Mental Health Officer Training. Commitment and evidence of CPLD.	✓ ✓	
Undertake the role of Council Officer in relation to the Adult Support and Protection (Scotland) Act 2007.	Undertake mandatory Adult Support and Protection Training and maintain this accreditation. Knowledge of Fife Adult Support and Protection Procedures.	✓	✓
Providing, support and advice on complex issues to colleagues within Social Work Area Teams	Comprehensive knowledge regarding the relevant legislation and how this informs Social Work Practice.	✓	

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>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.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>