



Job Description

Social Services Department

Post Title	Social Worker		
Post Number		Grade	Scp 28 – 36*
Base		Hours of Work	37
Car User Allowance	Essential	Disclosure	Enhanced
Contact		Updated	28th April 2006

* Progression beyond Scp 30 is subject to review

Principal Job Purpose

Responsible to: The Team Manager.

Responsible for: A Social Work Service for the community.

Principal Accountabilities

1. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
2. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
3. To provide social work assessment and care management in line with the policy and procedures of the Authority.
4. To manage a caseload.
5. To assist and empower service users to develop their potential for independence and enable them to exercise wherever possible choices.
6. To ensure the implementation of agreed plans, monitor progress, and co-ordinate the process of review, which involves users, careers, and associated professionals, and partner agencies.
7. To provide full information and advice the availability of services, the appropriateness of service provision, and statutory responsibility of the Department.
8. To maintain appropriate records and information flows in line with the requirements of the Authority.
9. To work alongside colleagues from Health in an integrated team setting designed to provide a seamless and user-focussed pattern of service.
10. To act as an advocate in pursuit of the service user's best interests. Including educator to professional colleagues and the community at large on the needs and rights of the client, and upon the services available.

11. As required, to provide, or access information, or refer appropriately to other agencies in matters which require specialist, or specific advice, e.g. welfare rights, legal rights etc.
12. Represent the Social Services perspective in multi-disciplinary settings etc.
13. Undertake supervision, personal/professional development and training as required, and in accordance with the relevant Departmental policies.
14. Comply with all relevant County Borough Policies, (such as Health and Safety etc.)
15. Undertake any additional duties, appropriate to the role of Social Worker, as required by management.

Person Specification

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	Personal Attributes & Circumstances	Method of Assessment
Essential	<p>General good health.</p> <p>Commitment to anti-discriminatory practice and equal opportunities.</p> <p>Commitment to continuing training and professional development.</p> <p>Must be a car owner / driver with clean driving licence.</p>	
Desirable		

	Qualifications	Method of Assessment
Essential	Diploma in Social Work or equivalent.	
Desirable		

	Experience	Method of Assessment
Essential	Previous experience in Community Care.	
Desirable		

	Knowledge	Method of Assessment
Essential	Knowledge and understanding of current research, legislation and good practice in Community Care.	
Desirable		

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	Skills & Abilities	Method of Assessment
Essential	Good verbal and written communication skills. Ability to develop and sustain links with other professional agencies and service users.	
Desirable		