

## **JOB DESCRIPTION**

### **Reviewing Officer (Social Worker)**

**Directorate and Section/Unit:** Social Services

**Scale:** SCP'S 26 - 34

**Reporting to:** Team Manager

May be qualified in accordance with Para 28 (11) (d) of the "Purple Book". Scp's 26-34 for qualified staff only.

### **GENERAL BRIEF**

The Social Worker is a member of a Departmental or Multi-Disciplinary team which provides a service to the community on a specialist or geographical basis. S/he is required to assess, plan, implement and evaluate action or treatment. S/he is expected to assist the Department in generating resources and to negotiate for and co-ordinate the application of resources and seek modification of attitudes or behaviour when required. The main purpose of the job is to help clients and families cope with social, emotional, and environmental problems and to help people retain independence and live as normal a life as possible in the community. The wishes of clients and their families are of vital importance in formulating any plans. In achieving these objectives, the Social Worker will mobilise the personal resources of clients, families and communities through appropriate social work methods. The Social Worker will draw upon domiciliary, day and residential services from the Department's resources and make arrangements with other statutory bodies and the private and voluntary sector where appropriate. The Social Worker will also ensure that relatives, friends and neighbours etc. are enabled to make the maximum contribution possible.

**ACCOUNTABILITY:** The Social Worker is accountable to a Team Manager or nominated Supervisor. Supervision will be provided on an assessed basis dependent on experience, ability, qualifications and the number of more complex cases carried.

**WORKLOAD:** Work will be allocated to the Social Worker by the Team Manager or nominated Supervisor. The workload will comprise the provision of a service to clients who may be drawn from any client groups, to groups of clients or to communities.

**COMPLEXITY:** The Social Worker will be expected to take responsibility for a small number of more vulnerable individuals or those with complex problems. Any group or community work responsibilities may include a small amount of more complex tasks. The proportion of more complex work allocation may be increased as part of the

preparation for assessment and progress to a post within the range scp's 29 - 34. Additional closer supervision may be provided to compensate for an increase in the proportion of complex work, for example, if any work already allocated becomes more complex.

**DECISIONS:** The Social Worker may be expected, in an emergency, to take decisions affecting the liberty of clients or the removal of an individual from home.

**AUTHORISATION:** The Social Worker is expected to develop a full understanding of his/her tasks and responsibilities in accordance with statute, including the authority vested in him/her in the legal authorisation.

**DAY DUTY:** The Social Worker will undertake Day Duty if required.

**COURT WORK:** The Social Worker may be expected, on occasions, to represent the Authority in Court and also may be required to attend as a witness.

**TRAINING:** The Social Worker will be required to attend relevant training courses and staff development programmes, when available.

**LIAISON:** The Social Worker may be expected to undertake specific liaison functions and/or specific areas of work with other establishments/groups/agencies where such concentration arises primarily from organisational needs.

**PRACTICE TEACHING:** The Social Worker may be expected to help the Department's Training Programme by providing In-Service and Observational Placements for students and staff.

**STANDBY DUTY:** It is a condition of the post that you may be required to undertake standby duty for which payment will be made in accordance with NJC rates, which also covers occupied time of 10% or less of the session. Where the occupied time is greater than 10% of the session, such additional time will be paid at the appropriate overtime rate as determined by the County Council from time to time. Each overnight session on Monday to Saturday counts as one session for payment purposes, which each session on Sundays, Bank and Public holidays will count as two sessions for payment purposes.

It may not be necessary for you to undertake out-of-hours standby duties whilst there is an Emergency Duty Team. If, however, you volunteer to assist the Emergency Duty Team, payment will be as follows:-

- a) standby duty allowance in accordance with NJC rates, which also covers occupied time of one hour or less in the session;
- b) for any additional occupied time, the appropriate overtime rates as determined by the County Council from time to time

**ADMINISTRATION:** The Social Worker will be conversant with Department policies and procedures and will be required to seek written records as appropriate.

**PROFESSIONAL PRACTICE:** The Social Worker should be conversant with current thinking on professional conduct and practice.

**Other duties:**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

**Notes:**

- The Council reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

**JOB DESCRIPTION**

**Reviewing Officer (Social Worker)**

**Directorate and Section/Unit:** Social Services

**Scale:** SCP'S 31-34

**Reporting to:** Team Manager

Must be qualified in accordance with Para 28 (11) (d) of the "Purple Book" or recognised as qualified and must have successfully completed an assessment of competence after a minimum of 18 months, post qualification experience.

**GENERAL BRIEF**

The Social Worker is a member of a Departmental or Multi-Disciplinary team which provides a service to the community on a specialist or geographical basis. S/he is required to assess, plan, implement and evaluate action or treatment. S/he is expected to assist the Department in generating resources and to negotiate for and co-ordinate the application of resources and seek modification of attitudes or behaviour when required. The main purpose of the job is to help clients and families cope with social, emotional, economic and environmental problems and to help people retain independence and live as normal a life as possible in the community. The wishes of clients and their families are of vital importance in formulating any plans. In achieving these objectives, the Social Worker will mobilise the personal resources of clients, families and communities through appropriate social work methods. The Social Worker will draw upon domiciliary, day and residential services from the Department's resources and make arrangements with other statutory bodies and the private and voluntary sector where appropriate. The Social Worker will also ensure that relatives, friends and neighbours etc. are enabled to make the maximum contribution possible.

**ACCOUNTABILITY:** The Social Worker is accountable to a Team Manager or nominated Supervisor. Supervision will be provided on an assessed basis dependent on experience and the amount of more complex work carried.

**WORKLOAD:** Work will be allocated to the Social Worker by the Team Leader or nominated Supervisor. The workload will comprise the provision of a service to clients, to groups of clients or to communities.

**COMPLEXITY:** The Social Worker will be expected to take responsibility for more vulnerable individuals or those with complex problems. Any group or community work responsibilities may include complex tasks.

**DECISIONS:** The Social Worker may be expected to take decisions affecting the liberty of clients or the removal of an individual from home. The Social Worker is responsible for recommending the Authority to take legal action in appropriate cases.

**AUTHORISATION:** The Social Worker is expected to develop a full understanding of his/her tasks and responsibilities in accordance with statute, including the authority vested in him/her in the legal authorization.

**DAY DUTY:** The Social Worker will undertake Day Duty if required.

**COURT WORK:** The Social Worker will be expected to represent the Authority in Court and also may be required to attend as a witness.

**TRAINING:** The Social Worker will be required to attend relevant training courses and staff development programmes.

**LIAISON:** The Social Worker may be expected to undertake specific liaison functions with other establishments/groups/agencies particularly where specialist training or experience is needed.

**PRACTICE TEACHING:** The Social Worker may be required to act as Practice Teacher to staff undertaking a course of training and to undertake any liaison functions necessary with Educational Institutes.

**SPECIALISMS:** The Social Worker may be required to concentrate on specific areas of work requiring highly developed specialist skills e.g. child abuse, A.S.W. work etc.

**CONSULTATIVE ROLE:** The Social Worker will be expected to develop a consultative role and contribute to the development of other Social Services staff.

**PLANNING:** The Social Worker is expected to help the Department with its forward planning by assisting in identifying unmet needs and will pass to Management information and recommendations significant to the conduct and development of the service.

**STANDBY DUTY:** It is a condition of the post that you may be required to undertake standby duty for which payment will be made in accordance with NJC rates, which also covers occupied time of 10% or less of the session. Where the occupied time is greater than 10% of the session, such additional time will be paid at the appropriate overtime rate as determined by the County Council from time to time. Each overnight session on Monday to Saturday counts as one session for payment purposes, which each session on Sundays, Bank and Public holidays will count as two sessions for payment purposes.

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- standby duty allowance in accordance with NJC rates, which also covers occupied time of one hour or less in the session;
- or any additional occupied time, the appropriate overtime rate as determined by the County Council from time to time

**ADMINISTRATION:** The Social Worker will be conversant with Departmental policies and procedures and will be required to keep written records as appropriate.

**PROFESSIONAL PRACTICE:** The Social Worker should be conversant with the current thinking on professional conduct and practice.

**Other duties:**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

**Notes:**

- The Council reserves the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by:

Date:

