

Post Title: Social Care Officer CC460

Evaluation: 470 points

Grade: N06

Responsible To: Team Manager

Responsible For: N/A

Job Purpose: To assist the Social Work Teams in delivering services in accordance with agreed objectives, quality and performance standards, that will improve the outcomes for children and families.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist Social Work Teams with case work ensuring that children and families receive support that is consistent, integrated and is of the highest standard.
- 2 To provide information for reports, meetings, conferences, etc., to agreed standards.
- 3 To maintain high quality safeguarding standards for children, reporting concerns promptly to the Team Manager.
- 4 To update and maintain computer and written records in accordance with Directorate guidelines ensuring the quality of the information noted is accurate and up to date.
- 5 To participate in meetings in respect of service users.
- 6 To establish and promote effective working relationships with external partners, agencies and other sections of the Directorate that will improve practice and outcomes for children and families.
- 7 To administer petty cash in accordance with the Authority and the Directorate's financial regulations and procedures.
- 8 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.