Newcastle City Council
Job Description

Post Title: Unprogressed Social Worker CC349

Evaluation: 542 points **Grade:** N07

Responsible To: Team Manager

Responsible For: N/A

Job Purpose: To assist the Team Manager to deliver services in accordance with agreed objectives, quality and performance standards, that will improve the outcomes for individuals 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 undertake appropriate case work ensuring that families or individuals receive support that is consistent, integrated and is of the highest standard.

2 To prepare and present reports for meetings, conferences and courts, etc., to agreed standards.

3 To work within the statutory framework and comply with Directorate policies, procedures and guidance.

4 To maintain high quality safeguarding standards for Children or Vulnerable Adults, reporting concerns promptly to the Team Manager.

5 To promote high standards of professional practice through interventions that will improve the quality of the outcomes for service users.

6 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.

7 To participate in and/or minute meetings in respect of service users.

8 To establish and promote effective working relationships with external partners, agencies and other sections of the Directorate that will improve practice and outcomes for individuals and families.

9 To administer petty cash in accordance with the Authority and the Directorate's financial regulations and procedures.

10 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.