

**Post Title:** Unprogressed Social Worker – C349

**Evaluation:** 542 Points **Grade:** N7

**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 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.