

# Social Worker

Reports to: **Team Manager**

Direct reports: **N/A**

Evaluation: **563 points**

Grade: **N8**

Reference: **CC337**

## Purpose

To assist the Team Manager to deliver services in accordance with agreed objectives, financial targets, quality and performance standards, that will improve the outcomes for individuals and families.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

- 1 To undertake complex case work ensuring that families and/or individuals receive appropriate support that is consistent, integrated and 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 monitoring, reviewing and evaluation of 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 chair and minute and/or participate in 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 provide advice and guidance on policies and services including the effective involvement of service users through working groups, meeting etc.
- 10 To administer petty cash in accordance with the Authority and the Directorate's financial regulations and procedures.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.