

## Appendix 3. Social Work Assistant

### LEEDS CITY COUNCIL JOB DESCRIPTION

<b>DEPARTMENT</b>	SOCIAL SERVICES
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<b>SECTION / ESTABLISHMENT</b>	AREA OFFICE/HEALTH SETTING
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<b>POST TITLE</b>	<b>GRADE</b>	<b>POST REF</b>
SOCIAL WORK ASSISTANT (ADULT)	SWA	

<b>POST(S) TO WHICH DIRECTLY RESPONSIBLE</b>	TEAM MANAGER
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<b>POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE</b>	NONE
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<b>PURPOSE OF THE JOB</b> To work within a Community or Health Service setting taking responsibility for assessing needs and providing services to less vulnerable service users and to assist other staff in assessing need and providing services in more complex cases
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<b>RESPONSIBILITIES</b> To undertake Initial and Core assessments in accordance with Departmental procedures and identify packages of care for service users and carers arising out of those assessments. To assist in the delivery of care plans to meet the needs of those with more complex problems. Following the completion of comprehensive assessment and care plan to assist with arranging and implementing the admission of service users to residential and nursing homes. To carry a caseload of less vulnerable service users. To provide advice, under Departmental guidance, to service users and carers in respect of financial problems, fuel debts and welfare benefits as appropriate. To assist in the completion of financial assessment forms. To undertake office duty as required. To assist in the organising and running of service user and carer groups. To maintain case records and documentation in accordance with Departmental Procedures, policy and practice. To comply with responsibilities under Health and Safety Policy and procedures. To promote and support Leeds City Council's and Departmental Policies on Equal Opportunities. To participate in training and development activities as necessary to ensure up to date knowledge and skills. To undertake other duties appropriate to the post as required by the Area/Health Team management. To comply with the requirements of all Leeds City Council and Departmental policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures. To actively promote and support Leeds City Council's and Departmental Policies on Equal Opportunities and to work in an anti-oppressive manner.
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**RELATIONSHIPS**

The postholder will be expected to work as a member of a small social work team within a larger social services area, maintaining a close working relationship with other colleagues, service users, carers and other agencies.

**PHYSICAL CONDITIONS**

The postholder will be community based working from an area office or social work department in a Health setting. All Area Offices and Health settings are non smoking environments, however the postholder may be required to visit establishments or service users' homes where other people may smoke

**SOCIAL CONDITIONS**

Normal office hours are 8:30am - 5:00pm Monday - Thursday and 8.30am - 4:30pm on a Friday. Variable working arrangements, including evening and/or weekends, may be necessary on occasion to complete on-going casework, emergency situations, evening visits or meetings.

**ECONOMIC CONDITIONS**

Terms and conditions of employment are in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services set out in the National Agreement on Pay and Conditions of service and as supplemented by local collective agreements reached with trade unions recognised by the Council and by the Rules of the Council

**PROSPECTS****Promotion**

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Department which potentially provide the opportunity for career progression within the Department.

Any subsequent vacancies will be filled in compliance with agreed Council procedures.

**Training**

The Department has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

**QUALIFICATIONS** No specific qualifications are required for this post

**SPECIAL CONDITIONS** This post is subject to a higher level check with the Criminal Records Bureau. In discharging its social services function under the Local Authority Social Services Act 1970, the Department is covered by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 ) and any applicant is obliged to disclose ALL convictions and cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or a juvenile.

Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Description Reviewed by:  
Kath Tunstall  
Community Service Manager  
Date: 19/10/99

Job Description Approved by:  
Equality Development Unit  
Personnel Section  
Date:28/10/1999

## **EMPLOYEE SPECIFICATION**

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The "Essential Requirements" indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under "Desirable Requirements" are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

### **ESSENTIAL REQUIREMENTS**

#### **SKILLS**

Ability to work with service users and carers in giving advice and assessing need.

Ability to relate to individuals and groups.

Ability to work as part of a team and with professionals from other agencies, in the delivery of services.

Ability to plan, evaluate and prioritise work with service users.

Ability to pass information effectively, accurately and concisely between service users, carers, colleagues and other agencies.

Ability to keep accurate records and assessment reports.

#### **KNOWLEDGE**

Of the legal framework for services.

Of the role of other agencies / professionals.

#### **EXPERIENCE**

Of working with other agencies.

Of delivering services in the community.

Of undertaking assessments.

#### **BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS**

Ability to understand and observe the Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge and skills.

### **DESIRABLE REQUIREMENTS**

#### **SKILLS**

#### **KNOWLEDGE**

Of the Department's policies and procedures.

Of the range of services available to users and carers.

**EXPERIENCE**

Of working with a range of user groups.

**BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS**

Knowledge of the problems of disadvantaged groups.

**SOCIAL WORK ASSISTANT ADULT.DES**