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| **POST:** Senior Social Work Practitioner (Dundee)  **ACCOUNTABLE TO:** Statutory Services Manager HOURS: 36.25SALARY GRADE: Grade 41 - 45 **DATE:** May 2022 |

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| **JOB PURPOSE:**  To line manage social work and rehabilitation staff based at the Dundee office, carry a small caseload and to support service~~s~~ users to overcome the practical and emotional effects of sensory impairment  **PRINCIPAL WORKING CONTACTS:**  Statutory Services Manager, Dundee Health and Social Care Partnership, Dundee City Council and other Voluntary Organisations |

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| **KEY ACCOUNTABILITIES/TASKS:**   1. To be responsible for the management and supervision of the fieldwork team, including taking part in recruitment procedures, and to ensure that there is an efficient and effective assessment and service provision. 2. To deal with day to day issues arising from all staff in the Dundee office, being the first point of contact for the landlord, DVVA, and to liaise with the line manager of the resource centre staff where necessary. 3. To screen and allocate work to team members. 4. To provide a domiciliary social work service for a specified case load - offering practical and emotional support, people dealing with some rehabilitation activities and referring on as required. 5. To provide information and advice on sensory impairment to service~~s~~ users, careers, relatives and other individuals or agencies involved with the client. 6. To maintain records relating to work with service users in accordance with NESS policy and the requirements of Dundee Health and Social Care Partnership and Dundee City Council. 7. To develop constructive liaison relationships with other departments within NESS and Health and Social Care partnerships and other organisations involved in the sector. 8. To attend team meetings and other events where appropriate as required. 9. To represent NESS at meetings, training events and conferences. 10. To participate in and prepare for regular planned supervision sessions with the line manager. 11. To take part in the rota for our duty system. 12. To highlight the needs of people with a sensory impairment and to help them reach their full potential as members of their local community. |
| General  * You are expected to adhere to NESS's policies and procedures. * Training needs will be identified in discussion with your line manager on an ongoing basis. Employees are encouraged to attend training courses to meet the needs of the organisation as well as personal and job development needs. * Support will be given to you by your line manager during regular supervision sessions and an annual appraisal. * On occasions you will be asked to assist other members of staff in their daily work. This applies for extraordinary situations in times of absences through sickness or unforeseen volume of work and will not be a regular occurrence. * To undertake other such duties as may be reasonably required by the organisation. |

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| I accept the particulars of this job description SIGNED.............................................................................  Date......................... |