

JOB DESCRIPTION

POST: Social Worker (Supported Lodgings)
LOCATION: Head Office, Dundee
RESPONSIBLE TO: Manager
SALARY: £28,000 - £29,500

Job Purpose

To recruit, assess, train and support supported lodgings providers for young people involved with Throughcare/Aftercare Services in Dundee City Council. To ensure the highest standard of care and support is given by these providers to young people living with them. Work in Partnership at all times with Dundee City Council and other agencies involved in the supporting of young people.

Responsibilities:

1. Recruit and assess individuals in the local community or where the need arises as Supported Lodgings providers.
2. Provide ongoing training and support to the providers.
3. Maintain accurate records of the work done with the providers.
4. Support providers and represent their views at meetings and relevant forums.
5. Ensure the needs and protection of young people is paramount at all times.
6. Work within the policies and procedures for Carolina House Trust and Dundee City Council at all times.
7. Undertake any relevant training necessary for this post.
8. Develop and maintain appropriate records and statistical information relating to this area of service.
9. Work at all times in Partnership with Dundee City Council on any relevant areas of work or development.
10. Develop a Marketing Strategy that will assist in finding the appropriate Supported Lodging providers.

Other Duties

It is also the nature of the work of Carolina House Trust that tasks and responsibilities are, in many circumstances, unpredictable and variable. All employees are therefore expected to work in a flexible way when the occasion arises so that tasks not specifically covered by the Job Description have to be undertaken. These additional duties will normally be compatible with regular type of work. If the additional responsibility or task becomes regular or a frequent part of the staff member's job, it will be included on the Job Description in consultation with the member of staff.