



JOB PROFILE

Post: Social Services Screening Officer

Responsible to: Senior in Fitness to Practise Team

Job purpose

To promote high standards in social services by considering information about the fitness to practise of social service workers, and by carrying out initial risk assessments and further enquiries in a way that is fair, proportionate, and focused on the best interests of people who use services.

Principal working contacts

SSSC staff, in particular all staff within Fitness to Practise
 Social service workers and their employers
 Police, external solicitors, the Crown Office and Procurator Fiscal Service and Disclosure Scotland
 Care Inspectorate and other relevant regulatory bodies
 Members of the public, service users and carers

Main duties

- Consider information that may affect the fitness to practise of a registered social service worker. Using corporate guidance and procedures, conduct an initial assessment to reach a professional judgment on the appropriate action.
- Assess risk at the initial assessment stage and promptly reconsider risk throughout a case when new information is received.
- Apply social services sector knowledge and experience to identify sector specific issues in cases. Provide support to colleagues to identify sector issues in cases and when sector specific input needs to be sought.
- Carry out initial investigations about social service workers.
- Plan and manage workload effectively, including investigation planning, making sure that timescales and deadlines are met.
- Interview witnesses and others involved to gather relevant information and evidence to inform assessment.
- Produce evidence-based reports that clearly explain decisions and recommendations for future action.
- Carry out case management processes and recording in accordance with organisational requirements and standards.
- Make sure that all aspects of confidentiality are maintained throughout the investigation process.
- Provide information as required to employers, registered workers, applicants, members of the public and other relevant parties in accordance with our procedures.

- Carry out required research and reading to make sure you have up to date knowledge and awareness of social services practice.
- Liaise with external stakeholders in the sector.
- Provide training to the Fitness to Practise Department on sector related matters and best practice.

Other duties

The SSSC is a developing organisation and this job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it must be recognised that jobs will change over time.

Consequently this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the job purpose and to respond positively to changing business needs.

The successful candidate should carry out their duties in a way that is mindful of our health and safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for their own safety and that of others who may be affected by what they do or fail to do while at work.