

Agenda For Change

Questionnaire - Analysis Of Social Work Assistant Workforce

***Questionnaire to be completed by the Director of Social Services, signed
by the jobholder and returned to the Department on or before the 19
October 2004.***

(Some input may be required from Human Resource Departments.)

This questionnaire is to gain information on a range of jobs undertaken by workers in the HPSS who fulfil a range of potential roles in the services associated with the generic title of Social Work Assistant.

These jobs may have a range of titles and pay scales. The following information is designed to help guide who may need to complete the questionnaire.

- Has the job got a pay scale relationship to the Social Work Assistant pay scale?
- Was the original post before Trust status then described as Social Work Assistant?
- Do postholders have a needs assessment or service management role working alongside other professionals particularly nurses/social workers?

Trust/Employer	
Location	
Employees Name	
Date of Birth	
Current Job Title	

What are the main primary duties and responsibilities of the post? List the main duties and append a copy of the relevant job description/person specification(s)				
Sector; e.g. Childcare, Elderly				
Job Pattern	F/T	P/T (no of hours p.w)	Job Share	
Employee Status	Permanent	Temporary	Bank	
Educational History	GCSE/O Level/NVQ II	A Level	Further Education e.g. NVQ/BTEC	Higher Education Diploma/ Degree
Current Employer Sponsored Study				
Transport please specify	Essential User	Casual User	Car Loan Scheme	
Identify the current organisational structure within the locality. Who does the person report to?				

Employees Signature _____

Date _____

The following two questions should be completed by the Trust/Employer.

Current pay scale used for this post	
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If this is a Trust pay scale did it have a relationship to the NJC Social Work Assistant Scale	Yes/No* * Delete as appropriate
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PLEASE RETURN COMPLETED QUESTIONNAIRE ON OR BEFORE 19 OCTOBER 2004 TO Catherine Donnelly, DHSSPS, Pay & Employment Unit, Room D1.3, Castle Buildings, Stormont, BT4 3SQ