

## Person Specification

<b>JOB TITLE:</b>	Social Worker	<b>POST NO:</b>	003690
<b>GRADE:</b>	Grade 10/12	<b>DEPARTMENT:</b>	Adult Social Care Operations
<b>HOURS</b>	37		
<b>DIVISION:</b>	Adult	<b>DIRECTOR:</b>	Debbie McQuade
<b>DATE:</b>		<b>COMPLETED BY:</b>	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of good Customer Care</li> <li>• In depth knowledge of current legislation and guidance relating to the activities of the Team E.G Care Act ,Mental Capacity Act(and DOLS) , MHAct Human Rights legislation</li> <li>• Knowledge of best practice relating to assessment and care management, monitoring and reviewing of services to individuals and carers.</li> <li>• Knowledge of approaches to risk management.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current local policy developments.</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate complex information both verbally and in writing to diverse audiences.</li> <li>• Abilities to plan and prioritise the workload to meet competing demands.</li> <li>• Ability to identify and manage risks to oneself, service users and carers and the organisation.</li> <li>• Ability to determine the best fit between an individual's and/or carer's assessed needs, their wishes and the resources available.</li> <li>• Ability to establish and maintain effective relationships with internal and external agencies.</li> <li>• Ability to determine personal objectives and monitor performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use computer based word processing software, to input to relevant database applications, to use e-mails and to access the internet.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to identify the potential improvements in services provided by the team, department and/or other associated agencies.</li> <li>• Ability to maintain accurate and up to date records in accordance with Departmental policies and procedures.</li> <li>• Ability to identify issues that need to be addressed to provide a safe working environment.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of direct work with people who use the services of the Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of direct work with people who would use the services of the Team.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Diploma in Social Work or equivalent qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• AMHP qualification</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake and maintain own continuing professional development and attend relevant training and development activities.</li> <li>• Willingness and ability to travel between different locations.</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*