

Person Specification

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

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

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