

PERSON SPECIFICATION

Job Title:	Post No:	Grade:
Social Care Assessor		HC6
Directorate:	Division/ Department:	Section/ Location:
Community Wellbeing		ASC

All candidates will be considered on their ability to meet the requirements of the person specification	Requirements	Method of Assessment*
Experience	• Experience of working in a care environment. • Understanding of relevant social care legislation, guidance and practice. • Hands-on experience of and ability to use IT data and document systems. • Knowledge of needs of vulnerable adults within the context of the job. • Record of achievement and ability to successfully deliver a customer focused service to exacting targets and objectives.	AF/I AF/I AF AF/I/P
Skills and Abilities <i>Including personal attributes. Consider if project management skills are needed.</i>	• Excellent written and verbal communication skills, with the ability to communicate complex issues clearly, effectively, accurately and appropriately to members of the public and other staff members within and outside the Council. • Commitment and ability to apply the model of supporting choice and independence for vulnerable adults within the community. • Ability to conduct robust and sound assessments, risk assessments, support plans and reviews and facilitate self-assessments, applying the concept of single assessment where appropriate. • Ability to make sound decisions based on information gathered to meet defined outcomes and possess the judgement to seek advice where required. • Highly self-motivated with the ability to work effectively on own initiative to challenging deadlines and work demands. • Ability to work effectively and collaboratively as part of a wider, multi-disciplinary team to deliver to common objectives.	AF/I AF/I/P AF/I AF/I/P AF/I AF/I

	• Problem solving skills with a creative, flexible and sensitive approach. • Commitment and ability to promote and safeguard the welfare of vulnerable adults. • Ability to work flexibly and embrace mobile working to meet the needs of the service. • Ability to develop and maintain good working relationships with service users, their families, carers and advocates, colleagues, external organisations.	AF/I/P AF/I AF AF/I
Qualifications and Training	• NVQ3 Qualification in related field, or equivalent qualification/experience. • Training in systems and procedures within a social care environment. • Customer care training.	AF AF AF
Other Factors <i>Eg. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive or to travel around the county</i>	• Commitment to council's ethos of equality and inclusion	AF

*Method of Assessment: AF = Application Form; I = Interview; P= Presentation

Line Manager Name:	Date:
Date person spec last reviewed:	