

Person Specification
Wellbeing, Care and Learning
Social Care Officer
Contact Team



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Excellent recording and report writing skills using electronic data information systems, with the ability to extract and evaluate information
- Organisational skills and the ability to prioritise tasks and to work to tight timescales and deadlines whilst being detail conscious
- Knowledge and understanding of The Children Act 1989
- English Language to GCSE standard
- Able to work constructively with a vulnerable client group, including children and parents
- Able to deal with difficult and sensitive situations with a calm and sensitive approach
- Experience of working in partnership with service users, carers, service providers and other professionals
- Able to work in partnership and to support social workers
- Able to regularly accompany and transport children to various locations in the Northumberland area for contact visits
- Able to liaise effectively with colleagues, other agencies and professionals
- Willingness to undertake further training as required, with a positive approach to self-development

Desirable

- Relevant recent training or experience of working with children and families
- Knowledge of child development
- Knowledge and previous experience of safeguarding children
- Knowledge and developing understanding of child protection issues
- Assessment and care management skills
- Knowledge of resources – health, local authority, voluntary and independent sector, with an understanding of services within the wider organisational system
- Experience of working in a team setting
- Voluntary work experience
- Good communication skills with children
- Ability to work with parents who are under stress
- Access to personal transport
- Full driving licence

Part B

The following criteria will be further explored at the interview stage:

- Excellent recording and report writing skills using electronic data information systems, with the ability to extract and evaluate information
- Organisational skills and the ability to prioritise tasks and to work to tight timescales and deadlines whilst being detail conscious

- Knowledge and understanding of The Children Act 1989
- English Language to GCSE standard
- Ability to work constructively with a vulnerable client group, including children and parents
- Ability to deal with difficult and sensitive situations with a calm and sensitive approach
- Experience of working in partnership with service users, carers, service providers and other professionals
- Ability to work in partnership and to support social workers
- Ability to regularly accompany and transport children to various locations in the Northumberland area for contact visits
- Ability to liaise effectively with colleagues, other agencies and professionals
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development
- Organisational skills and the ability to work to tight timescales and deadlines whilst being detail conscious
- Evidence of good written and verbal communication skills
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

Additional Requirements

- Regulated Activity DBS Disclosure Certificate
- Suitability to work with client group
- Flexible approach to work, location, duties and hours