

Person Specification

Social Care Assessment Officer Community Health and Social Care Direct



Part A

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

Essential

- Able to work constructively with colleagues and other professionals
- IT skills with working knowledge of Microsoft Word, Access and Excel, including experience of entering and extracting information from databases
- Able to extract, assimilate, evaluate and prioritise information from a variety of sources
- Understanding of the Care Act
- Experience of working with vulnerable adults
- Experience and responsibility for the arranging or managing of care services
- Experience of working with service users, carers and other professionals in a health or social care related field
- Able to prioritise work, schedule and organise own time
- Good oral and written communication skills
- Able to handle problems and difficult situations calmly and sensitively
- Willingness to undertake further training as required, with a positive approach to self-development
- Suitability to work with client group

Desirable

- Relevant recent training
- Knowledge of Welfare Rights and the benefit system
- Knowledge of current safeguarding policy and procedures
- Assessment and Care Management skills
- Experience of working within a team setting
- Knowledge of common health problems for relevant client groups
- Knowledge of electronic assessment and care management systems
- Access to personal transport
- Knowledge of Personalisation and its practical application through Personal Budgets

Part B

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

- Ability to work with a vulnerable client group
- Ability to work constructively with colleagues and other professionals
- IT skills with working knowledge of Microsoft Word, Access and Excel, including experience of entering and extracting information from databases
- Ability to extract, assimilate, evaluate and prioritise information from a variety of sources

- Understanding of the Care Act
- Experience of working with vulnerable adults
- Experience and responsibility for the arranging or managing of care services
- Experience of working with service users, carers and other professionals in a health or social care related field
- Ability to prioritise work, schedule and organise own time
- Good oral and written communication skills
- Ability to handle problems and difficult situations calmly and sensitively
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development
- Organisational and time management skills
- Ability to cope with change
- Ability to manage workloads to tight timescales whilst being detail conscious □
Knowledge and understanding of the Council's Equality Policy, applying this in the workplace and the effect on delivery of services to customers
- Ability to work effectively as part of a team

Additional Requirements

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