

**Person Specification
Shared Lives
Social Care Assessment Officer**

Part A

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

Essential

- Knowledge and understanding of the Care Act.
- Knowledge of Shared Lives Services
- Effective literacy and numeracy skills (both oral and written)
- An ability to complete service user plans, agreements and risk assessments
- Problem solving skills
- Experience of dealing with the benefits system and Welfare rights
- Good communication skills with the ability to communicate with a wide range of audience
- Excellent record keeping skills
- An ability to maintain professional conduct in all work based relationships
- Ability to demonstrate planning, organising and monitoring skills
- Ability to work flexibly to tight timescales and to meet deadlines working on own initiative and as part of a wider team
- Flexible and responsive approach to work
- Ability to promote the service and be involved in carer recruitment.
- Ability to liaise effectively with other professionals and agencies
- Ability to present information to groups, and to facilitate carer support groups
- Experience of identifying challenging practices, procedures, environments and behaviours which create barriers and hinder inclusiveness
- Ability to deal confidently and effectively when difficult situations arise, supporting alternative ways to achieve individual outcomes minimising risk to individuals
- Able to recognise risk of harm and abuse and take action to deal with this, including contributing and challenging practices to keep individuals safe from harm
- An understanding of, and commitment to, equal opportunities and the way in which inequalities and disadvantage impact on adults and older people
- IT skills: including knowledge of Microsoft office
- Commitment to personal development
- Ability to visit locations within Newcastle and surrounding area
- Suitability to work with client group

Desirable

- Social Care Qualification at NVQ Level 3 or equivalent
- Hold a driving license and have access to personal transport

- Knowledge of resources in local authority. Health, voluntary and independent sectors
- Knowledge of other service areas i.e. physical disability, mental health, older people etc.
- Knowledge of community inclusion and presence

Part B

The following criteria will be further explored at the interview stage

- Points listed within the essential criteria in Part A
- Willingness to undertake further training as required, with a positive approach to self development
- Reliable and self-reliant, but seeks guidance appropriately
- Ability to manage workload and time effectively
- Ability to communicate clearly and effectively

Additional Requirements

Regulated Activity DBS check