

Person Specification

Social Care Assessment Officer Safeguarding Adults

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 Safeguarding Adults and undertaking section 42 enquiries.
- Knowledge and understanding of safeguarding adults and risk management plans.
- Knowledge of the Mental Capacity Act (MCA) and undertaking MCA assessments.
- Experience of working with Adults 18+
- Experience of working with service users, carers and other professionals in a health or social care related field
- Able to contribute to, and work within, a supportive team environment
- Able to liaise effectively and work constructively with other agencies and professionals
- Able to handle problems and difficult situations calmly and sensitively
- Excellent recording and report writing skills using electronic data information system
- Willingness to undertake further training as required, with a positive approach to self-development

Desirable

- Negotiation skills
- Understanding of the service within the wider organisational system
- Knowledge of resources including health, local authority, voluntary and independent sector
- Understanding of the benefits system

Part B

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Knowledge and understanding of the Care Act
- Understanding of the role of Social Care Assessment Officer within the multi-disciplinary team
- Knowledge of the factors which can make an individual more vulnerable to abuse and neglect
- Knowledge and understanding of the Mental Capacity Act
- 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 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

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