# **PERSON SPECIFICATION: RESIDENTIAL SOCIAL CARE OFFICER POST REFERENCE: 106194**

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**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Level 3 Diploma in Health and Social Care (Children and  Young People) or equivalent or a willingness to undertake it on commencing position.  (F) (I)  Previous experience of working in a supportive capacity to give practical assistance to children and their families.  (F) (I) | NVQ Level 4 in a relevant subject. |
| * **Work or other relevant experience** | Previous experience of working in a supportive environment with children or adults (F) (I) | Evidence of previous experience of working with Children and Families. (F) (I)  Evidence of previous voluntary work with children and families. |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Skills, abilities, knowledge and competencies** | Ability to communicate clearly and effectively with colleagues and service users at all levels.  An awareness of child development  Ability to engage with and work effectively with children, young people and their families towards the successful implementation of care plans. | tieodeo  Evidence of knowledge of relevant legislation in respect of children (F) (I)  Evidence of awareness of the role of Children’s Services. (I)  Evidence of an ability to liaise effectively with people at all levels. (I)  Evidence of an ability to work with other professionals. (I)  Evidence of report writing skills. (F) (I)  Evidence of ability to work on own initiative. (I)  Evidence of ability to work under pressure. (I) |
| * + **General competencies** | Available to work flexibly including regular evening and weekend work. (F) (I) | Ability to maintain electronic records accurately and concisely  Evidence of experience of working with children and young people who challenge. (F) (I) |
| * **Progression to Band 8** | To be in possession of NVQ level 3 in relevant subject (F) (I)  Have experience of a Key Worker role (F) (I) | Ability to attend meetings (F) (I) |
| * **Progression to Band 9** | To be in possession of NVQ level 4 in relevant subject (F) (I)  Have supervisory experience (F) (I) | Ability to attend meetings (F) (I) |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| |  |  | | --- | --- | | Corporate E Induction – E Learning  Employee Protection Register |  | | Health and Safety Awareness |  | | Manual Handling — if role involves moving large objects |  | | Information Governance/Security Awareness |  |  | | --- | | Safeguarding All (e-learning)  Equality and Diversity (e-learning) |  |  | | --- | | Safeguarding Against Radicalisation – The Prevent Duty (e-learning) |  |  | | --- | | Specific IT System Training and access *(if applicable to job role)* e.g:   Carefirst Training-Specific to Adult Social Care staff   ICS New Starter-Specific to Children’s Social Care Staff (e-learning) |  |  | | --- | | LSCB Rough Guides for Practitioners | | |  | | --- | | if undertake work with the general public, refreshed every 2 years) |   Refreshed every 3 years  Refreshed every 3 years  Refreshed every 2 years  Refreshed every 3 years min  Refreshed every 3 years |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.