

## **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**

- Knowledge and understanding of The Care Act and the Mental Capacity Act
- Knowledge of Safeguarding Adults
- 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
- Willingness to undertake further training as required, with a positive approach to self-development

##### **Desirable**

- Experience of working in care management with adults
- Experience of assessing and addressing risk
- Experience of multi-agency working

##### **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
- Knowledge of the factors which can make an individual more vulnerable
- 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
- Commitment towards multi-disciplinary working
- 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