

**Person Specification  
Social Care Assessment Officer  
Adult Community Team**



**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
- Experience of working with Adults 18+ and Older people
- Experience of working with service users, carers and other professionals in a health or social care related field
- Experience and responsibility for the arranging or managing of care services
- Excellent recording skills using electronic data information systems, including experience of entering and extracting information from a variety of sources
- Effective assessment, planning and reviewing skills, with the ability to prioritise tasks and manage own workload
- 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**

- Knowledge of current safeguarding policies and procedures
- Knowledge of Welfare Rights and the benefit system
- Knowledge of common health problems for relevant client groups
- Knowledge of Personalisation and its practical application through Personal Budgets
- Relevant recent training
- Access to personal transport

**Part B**

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

- Relevant recent experience of working with a vulnerable client group
- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Knowledge and understanding of the Care 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