

PERSON SPECIFICATION: COMMUNITY WORKER

POST REFERENCE: 104859

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.

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)	NVQ Level 2 in Social Care or a commitment to work towards this within a 12-month period. (F) NVQ Level 3 in Safe Handling of Medicines or a commitment to work towards this qualification. (F) (I)	NVQ Level 3 in Social Care (F) (I)
- Work or other relevant experience	Evidence of experience of supporting vulnerable people (F) (I) Evidence of commitment to achieving positive outcomes for people who use services. (F) (I)	Evidence of recording skills (F) (I) Evidence of experience of supporting vulnerable people (F) (I)

- Skills, abilities, knowledge and competencies	Evidence of communicating effectively with people at all levels both verbally and in writing including people with disabilities (I) (F) Evidence of planning and organisational skills (F) (I) Evidence of recording information accurately (I) (F) Evidence of a person-centred approach (I) (F) Evidence of the ability to be aware of health and safety issues. (F) (I)	Evidence of basic knowledge of social policies and procedures (I)
- General competencies	Evidence of a sound value base. (F) (I) Demonstrate a person-centred approach. (F) (I) A commitment to undertake training as identified in line with job profile (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.

Mandatory/Essential Training	Frequency
Corporate E Induction – E Learning Employee Protection Register Health and Safety Awareness Manual Handling — if role involves moving large objects Moving and Handling of People (Adults) Information Governance/Security Awareness Safeguarding All (e-learning) Equality and Diversity (e-learning) Safeguarding Against Radicalisation – The Prevent Duty (e-learning) Oliver McGowan Training	If undertake work with the public, refreshed every 2 years Refreshed every 3 years Refreshed every 3 years Refreshed every 2 years Refreshed every 2 years As a minimum all staff should complete 'Safeguarding children' (refreshed every 3 years) and 'safeguarding adults' (refreshed every 2 years) Refresh every 3 years Refreshed every 3 years minimum Refreshed every 2 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.

Date: August 2026