

PERSON SPECIFICATION: RESIDENTIAL SOCIAL CARE OFFICER

POST REF: MULTIPLE POSTS

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	At Band	Essential Please indicate in brackets after each criteria how this will be verified i.e. (F) (I) (T) (R)	Desirable 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)	Band 7	NVQ3 in Health and Social Care (Children and Young People) or equivalent or willingness and ability to work towards upon commencement of position (F) (I) Previous experience of working in a supportive capacity to give practical assistance to children, young people, adults and their families (F) (I)	NVQ2 or equivalent in Social Care (F) (I) Previous experience of individual work with children with disabilities (F) (I)
	Band 8	NVQ3 or equivalent in Social Care (Children and Young People) or equivalent (F) (I)	DDP 1
	Band 9		NVQ4 in Health and Social Care (Children and Young People) or equivalent (F) (I) DDP 2
- Work or other relevant experience	Band 7	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(F) (I)



	Band 8	Experience of engaging and working effectively with children, young people and their families towards the successful implementation of care plans (F) (I)	
	Band 9	Experience of functioning as a Key Worker as an effective part of the multi-disciplinary team around children at risk, those placed in the Looked After system, or in respite situations (F) (I) Experience of undertaking assessments and/or reviews of Residential Placement Plans, Behaviour Management Plans, Care Plans or Risk Assessments (F) (I)	
- Skills, abilities, knowledge and competencies	Band 7	Ability to communicate clearly and effectively with colleagues and service users at all levels (I) An awareness of child development (I) Ability to engage with and work effectively with children, young people and their families towards the successful implementation of care plans (F) (I)	Knowledge of relevant legislation in respect of children (F) (I) Awareness of the role of Children's Services. (I) Ability to work with other professionals (I) Report writing skills (F) (I) Ability to work on own initiative (I) Ability to work under pressure (I) Ability to maintain electronic records accurately and concisely (F) (I)
	Band 8	Ability to assume the role of key worker (I) (R) Awareness of the role of Children's Services (I)	



		Skills and ability to function as an effective part of the multi-disciplinary team around children at risk, those placed in the Looked After system, or in respite situations (F) (I) Ability to undertake assessments and/or reviews of, for example, Residential Placement Plans, Behaviour Management Plans, Care Plans or Risk Assessments (F) (I) Awareness and understanding of the role and function of a residential care setting and corporate parent responsibilities (I) Awareness of the legislation, regulation, minimum standards and statutory guidance relevant to a children's residential care setting (I) Competence in the application of procedures governing practice in a children's residential care setting (F) (I)	
	Band 9	Ability to assume the role of shift leader (I) (R) Ability to deliver effective evidence-based interventions to promote improved outcomes for children and contribute to care planning agreements (F) (I) Ability to work in partnership with children and young people and promote their participation in their individual care planning as well as service planning and development (F) (I) Ability to engage with families, communities and external agencies (F) (I) Ability to contribute to the development of the service and the team (F) (I)	



		Effective working knowledge of the legislation, regulation, minimum standards and statutory guidance relevant to a children's residential care setting (I)	
General competencies	Band 7	Available to work flexibly including some evening and weekends. (F) (I) Driving license and willingness to drive Council vehicles (F) (I)	
	Band 8	Ability to plan ahead (F) (I) Skills to advise and guide others (F) (I)	
	Band 9	Ability to both supervise and mentor colleagues (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.

Mandatory/Essential Training	Frequency
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Corporate E Induction – E Learning	
Employee Protection Register	(If undertake work with the general public, refreshed every 2 years)
Health and Safety Awareness	Refreshed every 3 years
Manual Handling — if role involves moving large objects	
Information Governance/Security Awareness	Refreshed every 3 years
Safeguarding All (e-learning)	Refreshed every 2 years
Equality and Diversity (e-learning)	Refreshed every 3 years min
Safeguarding Against Radicalisation – The Prevent Duty (e-learning)	Refreshed every 3 years
Specific IT System Training and access <i>(if applicable to job role)</i> 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	
Undertake PRICE training	Upon commencement of employment and refreshed annually

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.