Hartlepool
Borough Council

PERSON SPECIFICATION: Caseworker

POST REFERENCE: 108386

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)**	GCSE Maths or English grade C and above or equivalent qualification (F) *Minimum study* - Diploma/BTEC/NVQ3 or equivalent qualification in substance misuse, psychology, counselling, social work or health and social care (F)	Educated to degree level (F)
- **Work or other relevant experience**	Experience of working with vulnerable individuals with multiple needs (F) Experience of working with vulnerable individuals with multiple complex unmet needs (F) Encouraging individuals to recognise the benefits and	Experience of working within a or alongside domestic abuse service (F) Experience of working within a or alongside criminal justice services (F) Experience of working within or alongside a

	potential for change and providing support and encouragement to help individuals achieve change positively. (I) Experience of working with vulnerable adults and children. (F) Assist individuals to identify their requirements and priorities, identify, explore and assess a range of options and the potential implications of different decisions and select and agree and appropriate course of action. (I)	substance misuse treatment setting (F) Experience of working within or alongside a mental health setting (F)
- **Skills, abilities, knowledge and competencies**	Safeguarding children and adults guidance and legislation. (I) Equality and Diversity guidance and legislation. (I) Confidentiality, consent and mental capacity. (I) Risk taking behaviour and the resulting problems. (I) Mental health, emotional health and emotional wellbeing. (I) Data Protection guidance and legislation. (I) Computer packages including Microsoft Office. (I)	
- **General competencies**	Ability and willingness to adopt a flexible approach to working outside normal office hours or at different venues on occasion. (I)	Evidence based practice. (F&I) Advocacy, offering guidance and mentoring support.

	Able to undertake the demands of the post with reasonable adjustments where required. (I) Handling sensitive and confidential information and maintaining discretion and confidentiality. (I) Encourages others to express their views, feelings and wishes. Use of effective support systems and networks to develop own knowledge and practice. (I) Must have a willingness and commitment to undertake training (I)	(F&I) Knowledge of local services and geography (F&I) Confident in challenging areas of practice within self and team. (I) Drivers' licence/access to own vehicle (F)
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
Safeguarding	Every 3 years
Equality & Diversity	As required
Employee Protection Register	As required
Information Governance	Annually
**Any further training identified attributed to the role	

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: