Social Care Assessment Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Understanding of the Care Act, Mental Capacity Act and relevant adult social care legislation.
2. Able to work constructively with colleagues and other professionals in a multi-disciplinary setting.
3. IT skills with working knowledge of Microsoft Office including experience of entering and extracting information from records
4. Able to extract, assimilate, evaluate and prioritise information from a variety of sources
5. Experience of working with vulnerable adults or people with care and support needs.
6. Experience and responsibility for the arranging or managing of care services
7. Experience of working with adults, carers and other professionals in a health or social care related field
8. Able to prioritise work, schedule and organise own time
9. Excellent written and communication skills
10. Able to manage challenging situations calmly and sensitively

11. Willingness to undertake further training as required, with a positive approach to self-development

Desirable

- Relevant recent training
- Knowledge of Welfare Rights and the benefits system
- Knowledge of current safeguarding policy and procedures
- Assessment and care management skills
- Experience of working within a team setting
- Access to personal transport

Additional Requirements

- Enhanced DBS Disclosure Certificate
- Flexible approach to work, location, duties and hours

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?