

**Person Specification**  
**Adult Services**  
**Social Worker**



**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- Recognised Social Work Qualification, e.g. CQSW, CSS, DipSW, Degree in Social Work, or equivalent, with at least 3 to 4 years post qualifying experience in field work or other related experience
- Able to demonstrate effective assessment, planning and evaluation skills
- Knowledge and understanding of the Community Care Act and Social Care legislation, with knowledge of current safeguarding policies and procedures
- Experience in developing community care packages / Self Directed Support
- Commitment to promoting the rights of older people
- Able to review and evaluate service delivery
- Excellent recording and report writing skills using electronic data information systems
- Experience of working in partnership with service users, carers, service providers and other professionals
- Able to liaise effectively with other agencies and professionals

**Desirable**

- Relevant recent training
- Knowledge of benefits
- Experience of working with older people, carers and independent service providers
- Experience of completing carers assessments
- Experience of commissioning services with the knowledge of Local Authority contracting procedures
- Knowledge of resources – health, local authority, voluntary and independent sector, with an understanding of services within the wider organisational system
- Access to personal transport

**Part B**

The following criteria will be further explored at the interview stage:

- Post qualifying experience, including experience in field work and other related experience
- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Knowledge and understanding of the Community Care Act and Social Care legislation
- Experience in developing community care packages / Self Directed Support
- Effective collaborative working within a multi-disciplinary team
- Commitment to promoting the rights of older people
- 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
- Current HCPC registration
- Flexible approach to work, location, duties and hours