



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Contact Officer (Poppyfields)

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NNEB or BTEC Nursery Nurse or equivalent</li> <li>NVQ Level 3 in early years care &amp; education/child care as a minimum</li> </ul>	<ul style="list-style-type: none"> <li>Degree/ Diploma in social work</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with Looked after Children and their families</li> <li>Experience of multi-agency working, attending care teams/reviews/cp conference</li> </ul>	<ul style="list-style-type: none"> <li>Experience of facilitating contact</li> <li>Experience of supervised contact</li> <li>Experience of child protection</li> <li>Experience of court work</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Knowledge of the framework for assessment of Children in Need</li> <li>Good communication, record and report writing skills</li> <li>Knowledge of relevant childcare legislation</li> <li>Knowledge of child protection procedures</li> <li>Knowledge of the ECM outcomes</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of domestic violence issues</li> <li>Group work skills</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Written Exercise</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Commitment to maximising the life chances for looked after children</li> <li>Commitment to anti-discriminatory practice</li> <li>Non-Judgemental approach</li> <li>Able to maintain confidentiality</li> <li>High level of personal integrity and honesty</li> <li>Flexible and self-motivated</li> <li>Committed to the principles of equality and diversity</li> <li>Able to work in stressful situations</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work individually and as part of a team</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly to meet the needs of the service</li> <li>• Full current driving licence or access to a means of mobility support</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• DBS Check</li> </ul>