

**Person Specification**  
**Social Worker**  
**Drug and Alcohol 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.
- Knowledge and understanding of The Care Act and the Mental Capacity Act, with knowledge of current Safeguarding Policies and Procedures
- Knowledge of Alcohol and Substance misuse and treatment services
- Able to demonstrate effective assessment, planning and evaluation skills
- Excellent file management skills with the ability to produce quality documentation for a range of individuals or agencies
- Time management skills with the ability to prioritise tasks
- Able to contribute to, and work within, a supportive team environment
- Able to demonstrate effective assessment, planning and evaluation skills including risk-assessment skills
- Excellent recording, report-writing and analytical skills using electronic data information systems and able to interpret data
- Able to liaise effectively with other agencies and professionals and to establish and maintain effective working relationships across the Council and with external partners
- Willingness to undertake further training as required, with a positive approach to self-development

**Desirable**

- Experience of assessing and managing admission to residential rehabilitation services.
- Experience of supporting people with mental health needs and knowledge of mental health conditions and services.
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**Part B**

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Post qualifying experience, including experience in field work and other related experience
- Ability to assimilate, evaluate and prioritise information, including relevant data management skills
- Willingness to undertake further training as required, with a positive approach to self-development
- Knowledge of relevant legislation and statutory guidance
- Time management skills and the ability to prioritise and organise workloads
- Reliable and self-reliant, but will seek guidance appropriately
- 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 SWE Registration
- Flexible approach to work, location, duties and hours