

ISLE OF WIGHT COUNCIL

PERSON SPECIFICATION

JOB TITLE: SOCIAL WORKER

DIRECTORATE: CHILDREN AND YOUNG PEOPLE

GRADE: Social Worker Level 1-3

POST NO: QSW

PREPARED BY: PG HoC&FS

DATE: December 2004 (reviewed May 2007)

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE – APPLICATION FORM = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W=	
E	Work with children and their families / carers		A/I
E	Partnership working		A/I
E	The management of casework processes to set time scales		A/I
D	Case management to Performance Indicators		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W=	
E	Of Local Government or other organisations providing services for children, young people and their families		A/I
E	Child care related legislation and guidance		A/I
E	The range of services, which are available to children and families.		A/I
E	Assessment processes, case planning and methods of social work intervention		A/I
E	Theoretical approaches to child and family development/relationships		A/I
E	Childcare research relevant to the client group area		
E	Time management		A/I
E	Knowledge and familiarity with modern communications technology.		A/I
E	Understanding the rights involved in data protection and Freedom of Information Act		A/I
D	Quality standards and performance indicators		A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W=	
E	Able to make decisions, with supervision, in respect of child safety, to record any associated risk		A/I
E	Able to engage and motivate children and families and carers to deliver desired outcomes for children		A/I
E	Ability to relate effectively with children parents and carers, many of whom may be under stress		
E	Ability to work across organisational and professional boundaries, whilst remaining aware of Children's Services roles and responsibilities and promoting a positive image of the Directorate.		A/I
E	Able to represent the Directorate, on behalf of children, in Court Proceedings		
E	Ability to work within a framework of legislation, guidance, Directorate policies and procedures with accountability for actions to the Team Manager/Deputy Team Manager.		A/I

	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W=	
E	Able to demonstrate an orderly and disciplined approach to work processes, and time management	A/I
E	Ability to think creatively in meeting children's and families' needs - using family and community networks, voluntary sector and other external resources.	A/I
E	Ability to communicate orally and in writing, including an ability to input data, maintain concise up to date case records and to produce reports for case conferences, reviews, Panels, Court and other fora.	A/I
E	Ability to contribute to the overall development of the, identifying opportunities for meeting needs effectively and improving outcomes for children.	A/I
E	Ability to use and access electronic communications and data	A/I
E	Excellent inter personal skills with the ability to communicate well with others, both written and verbal.	A/I
E	Networking skills	A/I
E	Skill in analysing situations and formulating, implementing and reviewing agreed plans with service users and other professionals.	
E	Ability to demonstrate appropriate knowledge, understanding and skills in valuing diversity.	A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W=	
E	Social Work qualification DIPSW or CQSW	A/I
E	GCSS registered	A/I
E	Full driving licence	A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W=	
E	Self motivated	I
E	Professional in approach	I
E	Organised and able to manage competing priorities	A/I
E	A satisfactory Criminal Record Bureau disclosure is required	
D	A positive sense of fun and humour	I
	Responsibility for safeguarding and promoting the welfare of children and young people.	