

Recruitment person specification

Post being recruited for: **SOCIAL CARE WORKER**

Council core competencies	
These apply to all posts	These apply to posts with responsibility for managing people or resources
Being customer / client focused	Leading others
Working effectively with others	Managing performance and developing others
Managing change	Political sensitivity
Taking ownership and responsibility	
Communicating effectively	
Planning and decision making	

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification		
Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Previous relevant experience in caring role	

Knowledge, skills and understanding	<p>Able to make decisions and take initiative</p> <p>Understands importance of a good standard of person-centred care</p> <p>Understands a persons need for independence and dignity</p> <p>Able to follow established standards of practice</p> <p>Readiness to include others in decision-making</p>	<p>Knowledge of national care standards</p> <p>Committed to own personal and professional development</p>
Qualifications and training	<p>SVQ Level 2 (Health and Social Care) or above or qualification which meets SSSC requirements</p>	<p>SVQ Level 3 (Health and Social Care) or equivalent or ability to obtain it within agreed timescale</p>
Job specific requirements	<p>Ability to write/speak English that is clear and easy for others to understand</p> <p>Readiness to listen to others</p> <p>Friendly, respectful and approachable</p> <p>Able to record/update information accurately and follow written instructions</p> <p>Able to notice and respond to changing needs</p> <p>Able to provide regular and effective service</p> <p>Able to undertake physical tasks</p> <p>Undertake stoma care (training provided)</p> <p>Take on a Keyworker role</p>	<p>Full driving licence and use of car for work</p> <p>Able to develop good working relationships</p> <p>Able to structure reports, record risk assessments, basic IT skills</p> <p>Able to work with informal carers</p>