

**PERSON SPECIFICATION - Social Services Screening Officer**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▪ Degree in Social Work or Diploma in Social Work</li> </ul>	
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>▪ Understanding of expected standards within social services work.</li> <li>▪ Knowledge and understanding of child protection and protected adult responsibilities.</li> <li>▪ Experience of working in social care and/or social work.</li> <li>▪ Knowledge of the context of and legal framework of social services practice.</li> <li>▪ Experience of carrying out investigations or assessments.</li> <li>▪ Preparation of clear, evidence-based reports.</li> <li>▪ Report writing on complex matters.</li> <li>▪ Experience of assessing or advising on risk.</li> <li>▪ Experience of assimilating and assessing complex and lengthy information and distilling it down to relevant facts/issues.</li> <li>▪ Experience of dealing with complaints.</li> <li>▪ Experience of interviewing witnesses and statement taking.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of using tools to assess risk.</li> <li>▪ Management experience in a social service setting</li> <li>▪ Experience in an area of social work practice with responsibilities towards service users.</li> <li>▪ Experience of working in a duty or intake setting or equivalent.</li> <li>▪ Experience of working with professionals from other disciplines.</li> <li>▪ Recent direct practice experience in a social service role within the last three years.</li> <li>▪ Case management experience.</li> </ul>

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability to make recommendations and decisions supported by clear and defensible reasons.</li> <li>▪ Ability to recognise and understand the potential vulnerabilities of service users and other witnesses.</li> <li>▪ Ability to deal with challenging and/or distressed people.</li> <li>▪ Confident, concise and clear oral and written communication skills.</li> <li>▪ Skills in speaking in a group or public setting.</li> <li>▪ Planning skills.</li> <li>▪ Analytical skills with attention to detail.</li> <li>▪ Effective interviewing skills.</li> <li>▪ Efficient organisational skills - time management, ability to meet deadlines.</li> <li>▪ Working knowledge of Microsoft Office suite.</li> <li>▪ Information technology skills and the ability to learn new software and systems</li> </ul>	
<b>Personal qualities and attitudes</b>	<ul style="list-style-type: none"> <li>▪ Ability to work under pressure, to adapt to changing demands and competing deadlines.</li> <li>▪ Ability to maintain own motivation in a largely desk-based role.</li> <li>▪ Awareness of the importance of confidentiality.</li> <li>▪ Ability to work collaboratively with others at all levels in the organisation, appreciating and respecting their viewpoint and values.</li> <li>▪ Ability to use own initiative.</li> </ul>	
<b>Key performance outcomes</b>	<ul style="list-style-type: none"> <li>▪ Collaborative working.</li> <li>▪ Customer services.</li> <li>▪ Effective communication.</li> <li>▪ Personal accountability.</li> </ul>	

<b>Special conditions</b>	<ul style="list-style-type: none"><li>▪ The role will include some time in Dundee where our office is located, and may also include occasional travel to other locations in Scotland.</li></ul>	
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