



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Communities
Section:	Going Local, Communities and Wellbeing Team
Post Title:	Community Referrer
Post Number:	
Accountable to:	TBC
Management responsibility for:	None
Authority to liaise with:	Internal: all officers across the Councils External: residents, GPs and practice staff and a range of external agencies, partners and funders

Area	Requirements	
Qualifications	Essential	Desirable
	Good standard of general education including GCSE at grade C or above (or equivalent) in English and Maths	Any qualifications higher than GCSE level in a health and social care subject Qualification or certificate of appropriate training in Motivational Interviewing
Knowledge & Experience		
	Knowledge and/or experience of Social Prescribing	
	Good knowledge and understanding of the wider determinants of health	

	<p>Experience of working 121 with clients in any of the following settings:</p> <ul style="list-style-type: none"> • health or social care • information or advice-giving <p>Experience of person-centred planning.</p>	<p>Experience of specific techniques for good case-management</p> <p>Knowledge and experience of Motivational Interviewing</p> <p>Knowledge of 'Five Ways to Wellbeing Star' or other models of evaluating health and wellbeing</p>
	Proven experience of working effectively with partner organisations	Existing knowledge (or can demonstrate an approach to) gaining knowledge of charities and services in Adur and Worthing
	Knowledge and/or experience of Safeguarding	
	Knowledge and/or experience General Data Protection Regulations	
Skills		
Communication/relationship	<p>Excellent and confident verbal communication skills with experience of 121 successful client engagement as well as presentations to larger groups;</p> <p>Tactful and diplomatic; able to build relationships with people from a variety of different backgrounds, organisations and management level</p>	
	Excellent written skills with ability to write good case-notes, case-studies and reports	

Analytical/ judgmental	Reflects, learns and adapts approach; focusing on continual improvement, quality and meaningful outcomes	
Planning/ organisational	Establishes clear targets for clients and helps, coordinates and empowers person to achieve them	
IT	Computer literate, able to use email, internet in order to work most efficiently with the resources and time available	Able to collect data using a database or similar and provide this as evidence for analysis Experience of working with Google
Physical	Flexibility and adaptability; willing to operate a mobile work style to move between surgeries to provide equitable coverage	
Abilities		
Physical	Listens well and can take decisive and effective action to tackle professional challenges in a transparent way	
Mental	Seizes opportunities to create a positive and professional image of the service, using emotive stories and personal examples	
	Strong values based around people and communities and a commitment to good quality services that meet genuine needs	
	Collaborates well and is committed to shared purposes and collaborative	

	opportunities	
Emotional	Ability to be supportive whilst maintaining boundaries	
Working conditions / Style	A self-starter who can self-manage and direct whilst also playing an integral part of a team	
	Ability to be flexible regarding travel and work place	
	Able adhere to health and safety policies and procedures, including lone working	
Other: <ul style="list-style-type: none"> • <i>Driving licence and access to a car is helpful. Please note there are no parking facilities at the main Council Offices and it is strongly encouraged to consider the environment when traveling for this role.</i> • <i>DBS Enhanced Adult check required</i> 		