

Anti Social Behaviour Case Worker

Person Specification

	Essential	Desirable
Experience & Qualifications	<ul style="list-style-type: none"> • Minimum of four O levels A – C grades or working experience to the required level. • More than one year's experience of working with anti-social behaviour. • Relevant crime & disorder knowledge & experience • Experience of multi-agency working with relevant groups. 	<ul style="list-style-type: none"> • Used to working with senior staff, Councillors & members of the public. • Experience of community engagement & consultant events with partner agencies, councillors & hard to reach groups.
Knowledge	<ul style="list-style-type: none"> • Computer literacy, word processing, email, spreadsheets & databases. • Statistical analysis & the presentation of data. • Knowledge & understanding of multi-agency partnership working. • A clear understanding of confidentiality protocols and boundaries. 	<ul style="list-style-type: none"> • Knowledge of community safety issues & the Local Authorities role in this field. • Knowledge & understanding of community engagement requirements within the Authorities' process. • Knowledge of Section 17 of the Crime & Disorder Act 1998 & how Community Safety is mainstreamed within an organisation.
Skills	<ul style="list-style-type: none"> • Ability to communicate across a range of services both statutory and voluntary sectors. • Excellent verbal, written and IT communication skills. • Good time management and self-organisation skills. • Ability to plan systematically and follow through to implementation and evaluation. • Project co-ordination skills • Be able to work collaboratively in a team as well as on own initiative. • Be able to build positive relationships with clients and 	<ul style="list-style-type: none"> • Negotiation, mediation & advocacy skills • Financial management skills. • Ability to motivate & lead staff by example. • Effective conflict management skills & techniques.

	<p>other service providers.</p> <ul style="list-style-type: none"> • A flexible & methodical approach to work with the ability to work on a number of issues at once. • Research & statistical skills. • Good presentation skills 	
Values and Attitudes	<ul style="list-style-type: none"> • Discretion, integrity and the ability to maintain confidences. • Able to work as part of a team and on own initiative. • Demonstrate a commitment and understanding of anti-discriminatory practice in delivering services 	
Practical	<ul style="list-style-type: none"> • Availability to be able to work flexibly and occasionally outside normal office hours 	<ul style="list-style-type: none"> • Clean driving license and own car.