

**Person Specification:**

Category	Essential criteria	Desirable Criteria	How Measured
Education / Training	Relevant standard of education (or equivalent) with a willingness to undertake Level 2 Diploma in Care/QCF qualification.  Have a good level of literacy and numeracy.	Level 2 Diploma in Care or equivalent qualification.  Certified training relevant to domiciliary care.	Interview / Application Form and Skills Assessment
Experience	No formal experience is required.	Previous experience working within the social care sector in domiciliary care, care home, learning disabilities or mental health services.  Administering medication within a social care environment.	Interview and appropriate training certificates
Skills / Knowledge	Able to work unsupervised using own initiative and as part of a team.  Effective interpersonal skills to be able to communicate effectively, both verbally and written to service users, support staff, families, branch management and other key professionals.  Able to change approach and style to meet the needs of a diverse group of service user needs.  Have knowledge and understanding of confidentiality.  Be non-judgemental in approach.	Has knowledge of working within a diverse client group.  Has an understanding of common conditions within the client group that we serve and how to support individuals with their needs.  Knowledge of geographical area.	Interview & References
Personality	Has a good sense of humour, is warm, approachable and friendly  Ability to maintain composure in a challenging situation.		Interview
Other Key Requirements	Is able to work as part of a team and on a one-to-one basis. Able to work flexibly, including alternate weekends.	Full driving licence and own transport.	Application / Interview

This job description will be updated from time to time at the discretion of management in response to changing business needs.

I understand my responsibilities in line with this job description.

Position holder: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Line Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_