



## PERSONAL SPECIFICATION – SUPPORT WORKER ROLE

### Essential Minimum Requirements

Skills and Abilities	Method of Assessment
Effective communication skills Good Listening Skills and ability to communicate verbally	Application Form Interview
Ability to record information accurately and legibly	Application Form Assessment
Ability to maintain financial records	Application Form Interview & Assessment
Excellent time keeping skills	Interview
Demonstration of interpersonal skills Sensitive and responsive to the needs of others	Application form Interview Assessment
Able to work independently Self-motivated and willing to accept responsibility	Application Form Interview
Flexible approach to working Able to work mix of hours and days including sleeps	Application Form Interview
Willingness to work as part of a team	Application Form Interview
Able to follow instruction and provide feedback verbally & written	Application Form Interview
Ability to effectively implement person-centred approach and provide strengths-based approach	Application Form Interview Assessment

## ESSENTIAL MINIMUM REQUIREMENTS

<b>Training / Qualifications / Knowledge</b>	<b>Method of Assessment</b>
Willingness to complete Care Certificate and Mandatory Training Courses	Application Form Interview
Commitment to undertake on-going training and continued personal development	Application Form Interview
Some basic knowledge of what is involved in the caring role	Application Form Interview

<b>Work Related Circumstances</b>	<b>Method of Assessment</b>
Acceptance of no smoking policy and other Health related policies and Dress Code	Application Form Interview
Ability to undertake sleep in duties	Application Form Interview

## DESIRABLE REQUIREMENTS

<b>EXPERIENCE</b>	<b>Method of Assessment</b>
Experience (paid or unpaid) in a caring role, specifically in supported living	Application Form Interview
Knowledge of learning disabilities and / or people who may challenge services	Application Form Interview