

PERSON SPECIFICATION

Post Title: Sheltered Scheme Assistant	Director/Service/Sector: Customer Services	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Basic level of education.</p> <p>Driving licence.</p> <p>Enhanced Disclosure and Barring Check.</p>	<p>Level 1 Safeguarding (Adults).</p>	<p>App/Int</p>
Experience		
<p>Experience of working with the elderly and vulnerable adults in a health and social care environment.</p> <p>Experience of maintaining high levels of confidentiality at all times.</p> <p>Experience of working in a practical environment.</p>	<p>Experience of working with people with disabilities and mental health problems.</p>	<p>App/Int</p>
Skills and competencies		
<p>Excellent communications skills and able to build effective working relationships with the elderly and vulnerable adults.</p> <p>Able to work in collaboration with internal/external services to meet the health care needs of the users of the care link service.</p> <p>Flexible approach to working hours to cover peak demands in the service and to work flexible across schemes.</p> <p>To have a positive attitude at work and create a positive atmosphere.</p>		<p>App/Int</p>
Physical, mental and emotional demands		
<p>The ability to work independently and on a mobile basis.</p> <p>Lone working.</p>		<p>App/Int</p>

