Person Specification

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| **Education/ Experience** | **Tick** |
| SVQ VI: Social Care or Managing people or willingness to work towards this qualification |  |
| Experience in Support or Care- from Work/Home/ Voluntary  |  |
| Supervisory experience |  |
| Knowledge of local and national strategies with Learning Disabilities |  |
| Understanding of requirements of Care Inspectorate registered services |  |
| **Approach** | **Tick** |
| You should be **Friendly**; smile and look happy to be at work |  |
| You should be **Patient**, often it takes our service users a little longer |  |
| **Enthusiastic**, if you are excited by the activity the group will be more interested and eager to participate |  |
| **Discreet**, a person’s right to dignity and respect is very important to us |  |
| **Supportiv**e- you work alongside someone to enable and empower them, this means being supportive of other staff as well as Service Users |  |
| **Honest** you should approach everyone with honesty, especially when things are working less well, it is the only way to improve the situation |  |
| **Reliable**- not only the organisation but the Service Users who rely on you- so it’s important not to let anyone down |  |
| You should have Willingness to learn, also you should be **Willing** to take and follow instruction is key to your development within the role |  |
| You will need to be **understanding**, this will encourage people to talk and share with you |  |
| **Skills** | **Tick** |
| Ability to motivate people |  |
| Well organised |  |
| Able to plan and action activities |  |
| Good Verbal and Written communication |  |
| Good listening skills |  |
| IT Skills; Word Processing to update support plans and reviews |  |
| Excellent record keeping |  |
| Time management |  |
| Cash Handling |  |
| Decision Making |  |