

**Person Specification
Health and Social Care Officer
(Days/Nights)**



Learning Disability/Older Persons/Care at Home/Mental Health

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience, either work or voluntary, of working with vulnerable individuals and/or relevant recent certified training/qualification specific to the provision of social care
- Able to follow work instructions and work within strict guidelines, including policies and procedures
- Able to deal confidently, calmly and effectively with difficult situations
- Able to work to own initiative and as part of a wider team
- Effective written skills including ability to maintain electronic and paper records
- Able to work shifts and unsociable hours
- Understanding of issues affecting service user groups and their carers
- Able to move and handle individuals and use specialist equipment according to set procedures (training will be provided)
- Able to recognise risks of harm and abuse and take action to deal with this
- Able to promote a positive customer experience
- Able to treat everyone equally and in ways that respects diversity and difference
- Commitment to personal development
- Able to work with minimum supervision

Part B

The following criteria will be further explored at the interview stage:

- Points listed within the essential criteria in Part A
- Ability to work effectively as part of team
- Flexible approach to work, location, duties and hours
- Ability to cope with change
- Ability to communicate effectively with service users and their carers, and ability to adapt to own communication to meet needs of service users
- High level of motivation, commitment and enthusiasm to work with service user groups

Additional Requirements

- Enhanced DBS Disclosure Certificate – Regulated Activity Adults
- Suitability to work with client group
- Ability to work across locations to meet service needs
- Flexible approach to work, location, duties and hours including shift-work and sleep-ins