

Carers Together

PERSON SPECIFICATION: ASSISTANT INFORMATION AND SUPPORT WORKER

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education/ Qualifications	1. Good general education to A level standard or demonstrable equivalent	1. A recognised qualification eg Health, Social Care, Housing	1. Application form 2 Evidence brought to Interview
Experience/ Knowledge	2. Knowledge and experience of providing information and support 3. Understanding of the issues affecting carers 4. Knowledge and understanding of safeguarding vulnerable adults	2. Experience of working in or with the Voluntary and Community Sector 3. Knowledge of resources and services, including, but not exclusively health and social care. 4. Experience of completing assessments and support plans.	1. Application form 2. Interview 3. References
Skills and abilities	5. Ability to listen effectively and build relationships. 6. Assessment and support planning skills. 7. IT skills including use of Word, Excel and databases 8. Organising and prioritising work, meeting targets and deadlines. 9. Excellent written and verbal communication skills. 10.Sound problem solving skills 11. Working with other organisations		1. Application form 2. Interview 3. References
General	12. Willingness to undertake appropriate training 13. Willingness to gain knowledge in a specific area of work. 14. Commitment to working in partnership with others 15. Flexible/ team worker 16. Satisfactory Enhanced DBS		1. Application form 2. Interview 3. References 4.DBs check

	check		
	17. Full driving licence & access to own transport		