

## **Person Specification Children and Young Person's Assistant**

### **Part A**

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

#### **Essential**

- Able to deal confidently with difficult, abusive and challenging behaviours, with knowledge of the needs of children with emotional; and behavioural difficulties.
- Able to partake in meetings
- Effective recording and report writing skills, with the ability to maintain and update confidential records, with an awareness of the concept of confidentiality and its implications
- Effective listening, oral and written communication skills
- Able to maintain and follow an agreed care plan
- Experience (either work or voluntary) of working with young people and/or young people who have emotional and behavioural difficulties.
- Able to work within a multi-disciplinary team of professionals
- Able to deal with a heavy and varying workload in a structured and organised way
- Willingness to undertake further training as required, with a positive approach to self-development
- An understanding of child abuse/child protection issues

#### **Desirable**

- Relevant recent training in child care related subjects
- Able to provide basic support for physical and emotional wellbeing of young people
- Able to drive

### **Part B**

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Ability to work with minimal supervision
- Recognition of the need to maintain confidential records
- Experience of working with young people
- Ability to work within a multi-disciplinary team
- Ability to deal with a heavy and varying workload
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-development
- Committed to Equal Opportunities and anti-discrimination practice, applying this in the workplace and the effect of services to customers

### **Additional Requirements**

- Enhanced DBS Disclosure Certificate
- Suitability to work with client group
- Flexible approach to work, location, duties and hours – able to follow a work rota