**North Northants Council – Person Specification**

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

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| **Criteria** | Skills, Knowledge, Experience etc | **Essential / Desirable** | **Method of Assessment** |
| Education / Qualifications | Good Basic education at GCSE level or Equivalent incl English and Maths | E | Application |
| First Aid Qualification | D | Application |
| Experience | 2 Year minimum working with the Elderly/Sheltered Housing Residents and/or care work in a supported housing or similar environment | E | Application |
| Experience of using formal documentation to establish support needs and successful implementation of support plans | D | Application/interview |
| Experience of working with agencies/ Health Professionals and others involved in the care of older people | D | Application/interview |
| Skills/Knowledge | Well-developed communication, counselling or advocacy skills | E | Interview |
| Knowledge of or experience of benefit entitlement | D | Application/Interview |
| Able to prioritises daily tasks and ensure tasks are completed on time | E | Application |
| Working knowledge of Health & Safety Issues | D | Interview |
| Accurate record keeping and IT Skills | E | Application |
| Ability | Ability to make sensible decisions in urgent situations and work calmly under pressure | E | Interview |
| Ability to take ownership of and resolve problems | E | Application |
| Ability to be tactful, diplomatic, and courteous | E | Application/Interview |
| Commitment to Equality and Diversity and Data Protection | E | Application |
| Flexible can do approach to work | E | Interview |
| Driving Licence Ability to drive a car/small van | E | Application |