**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  |