**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE*** Recent work experience in adult social care or similar field, involving direct contact with members of the public and hospital environment
* Experience in working as part of a team liaising with health and social care professionals
 | Essential Essential | Application FormReferencesInterview |
| **QUALIFICATIONS & TRAINING*** 4 GCSEs (or equivalent.) to include English
* NVQ II (or equivalent) in social care related subject
 | DesirableDesirable | Application FormCertificates |
| **APTITUDES & ABILITIES*** Good communication and negotiation skills
* Ability to keep efficient written records of work done
* Ability to organise and prioritise work and meet deadlines
* Computer literacy in Microsoft Outlook and Word
* Ability to relate to wide range of people
 | EssentialEssential EssentialEssentialEssential | Application FormReferencesInterview |
| **KNOWLEDGE*** Awareness of social, legal, and political context within which social care services are delivered
 | Essential | Application FormInterview |
| **ATTITUDE & MOTIVATION*** Ability to work co-operatively as part of a team
* Ability to manage tasks effectively on own initiative
* Flexible and adaptable approach to working arrangements
* Willing to undertake training
* Interest in developing own skills and contributing to development of those of other staff
 | EssentialEssential  EssentialEssentialEssential | Application FormReferencesInterview |
| **OTHER FACTORS*** Full valid UK driving licence and access to a vehicle including business insurance - All levels
* Willingness to work unsocial hours as required to meet

the requirements of the service – All levels* Enhanced with Adult Barring list level DBS check
 | EssentialEssential Essential | Application FormDrivers LicenceSatisfactory DBS Certificate |