



PERSON SPECIFICATION

Job Title: Community Support Worker

Location: Various

QUALIFICATIONS, EDUCATION AND KNOWLEDGE

A sound value base which reflects the rights of anyone with a learning disability and/or physical/sensory disability or with mental health issues. **ESSENTIAL**

Knowledge of appropriate community based resources for anyone with a learning disability and/or physical/sensory disability or with mental health issues. **DESIRABLE**

Knowledge of basic first aid procedures. **DESIRABLE**

Knowledge of health and safety within ordinary homes. **DESIRABLE**

Knowledge of basic home maintenance and home making. **ESSENTIAL**

Knowledge of person centred planning/tools/approaches. **DESIRABLE**

Knowledge of basic IT **DESIRABLE**

1. PERSONAL QUALITIES

A belief that people experiencing learning disabilities have the same rights to contribute and participate in ordinary life as an ordinary citizen. **ESSENTIAL**

To be adaptable, reliable, empathetic, accepting and non-judgemental. **ESSENTIAL**

Be willing to share responsibility whilst working as part of a team. **ESSENTIAL**

To have organisational ability and to have the capacity to use initiative and work independently at times. **ESSENTIAL**

To have a calm approach when working under pressure. **ESSENTIAL**

Be able to provide personal care including assisting in taking meals, bathing, selecting clothing, dressing, self care etc. **ESSENTIAL**

Ability to enable cooking, cleaning, ironing, general housekeeping, shopping, socialising, etc. **ESSENTIAL**

2. EXPERIENCE

Experience of working with people both paid and unpaid. **DESIRABLE**

Experience of working with people who have physical/sensory/learning disabilities or mental health needs. **DESIRABLE**

Experience of voluntary work; either directly or through involvement with volunteers.	DESIRABLE
Experience of working to agreed plans/goals	DESIRABLE
Experience of planning or organising activities with adults; both individually, or in groups.	ESSENTIAL
An experienced car driver with a clean driving licence.	DESIRABLE
Experience of helping people administer or keep records of their medication.	DESIRABLE

3. ABILITIES (APTITUDES AND SKILLS)

Ability to communicate effectively with people (parents, carers, staff and volunteers) both in writing and verbally.	ESSENTIAL
Ability to present information verbally, give reports and write letters	DESIRABLE
Ability to communicate and interpret non verbal communication, i.e. British Sign Language, Makaton, PECS and Bliss Symbolics.	DESIRABLE
Ability to motivate and work directly with people and participate in their activities, including enabling them to take holidays.	ESSENTIAL
Ability to establish and maintain relationships with a wide range of people.	ESSENTIAL
To take responsibility within own authority and take decisions.	ESSENTIAL
Be able to assist individuals to maintain their day to day financial affairs.	ESSENTIAL

4. CIRCUMSTANCES/HEALTH

In most services sleep over duties are required together with the ability to work flexible hours over a seven day rota.	ESSENTIAL
Be physically fit with a good health record.	ESSENTIAL
To work within legislative requirements, specifically the Registered Homes Act 1984, Registered Homes Amendment Act 1991 and Government white paper 'Caring for People' Community Care Act 1989, and where required, The Children's Act 1989.	ESSENTIAL
To work within Linkability's Policies and Procedures.	ESSENTIAL
It is the Company's policy that our workplace is smoke-free and all employees have a right to work in a smoke-free environment. By definition the workplace means at any time when working, therefore, includes community activities such as travel and shopping and would extend to when working with service users either in their own cars or staff cars.	ESSENTIAL

Date: February 2018

Jo Adshead
EXECUTIVE DIRECTOR