

**PERSON SPECIFICATION**

Job Title	NIGHT SUPPORT WORKER		Department	ADULT SERVICES
REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD	
<b>Skills and Abilities:</b>	Effective communication and interpersonal skills, with the ability to write letters, complete standard forms and liaise with manager/staff /service users accordingly	Ability to operate computer software, IT skills to include word, outlook and the internet	Application/Interview	
	Adaptable, flexible, with good organisational and time management skills		Application/Interview	
	Ability to work to use your own initiative		Application/Interview	
	Ability to record & maintain appropriate records		Application/Interview	
	Ability to undertake rotational shifts which will include weekend working		Application/Interview	
<b>Knowledge required:</b>		Knowledge and understanding of Safeguarding Adults and the protection of Vulnerable Adults	Application/Interview	

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	Ability and understanding of maintaining the appropriate levels of confidentiality at all times		Application/Interview
<b>Experience required:</b>		Experience of working as part of a team made up of staff with varying roles and responsibilities	Application/interview
		Experience of working with and caring for people with a disability	Application/Interview
<b>Education:</b>	Willingness to undertake a Level 3 Diploma in Health & Social Care		Application/Interview/ Certificates
		Existing Diploma Level 3 in Health & Social Care, NVQ3 or an equivalent qualification	Application/interview
	Willingness to take out a student loan to undertake the above qualification		Application/interview
	Willingness to undertake further training as required		Application/interview
<b>Personal Attributes and Circumstances:</b>	Supportive and empathetic to support service users who have a learning and physical disability		Application/Interview

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	<p>Ability to remain calm in demanding situations</p> <p>Ability to undertake manual handling duties (full training provided)</p> <p>Ability to work unsociable hours</p>		<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
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