

PERSON SPECIFICATION

POST: Key Support Worker

	ESSENTIAL	DESIRABLE
1, EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Minimum NVQ Level 2 in Care and a willingness to achieve level 3A • Computer literate. A/I 	<ul style="list-style-type: none"> • Current First Aid A • Current Moving and Handling A • Current Food Hygiene A • Active in Age • Knowledge of Database, word and spreadsheets
2. EXPERIENCE	<ul style="list-style-type: none"> • Recent experience of working with older people either in a paid or voluntary capacity • Providing hands-on care within a community environment A/I • Involvement with client social and leisure activities A/I • Proven positive working with external agencies A/I • Proven effective team working as part of a team I • Maintaining records A/I 	<ul style="list-style-type: none"> • <i>Development and delivery of individualised client social and leisure activities</i> A/I • <i>Completion of care/assessment plans working towards CQC Standards</i> A/I • Proven delivery of gentle exercise A/I
3. SPECIAL SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to understand, assess and respond the needs of older people A/I • Understanding of a person centred approach to service delivery A/I • Self motivated and able to motivate others I • Creativity Skills • Ability to work in line with National Care Standards and Adult & Community Care Policies • Good communication skills (oral, written, listening). A/I • Knowledge, skills and ability to act as mentor and lead volunteers by example • Organisational skills. A/I • Ability to create a well presented nutritional meal Ability and willingness to take on a responsible lead and deal with emergencies and other associated key tasks in the absence of the Day 	<ul style="list-style-type: none"> • A working awareness of the voluntary sector. A • Understanding of different cultural or racial backgrounds A • Counselling skills A • Supporting and supervision of volunteers • Monitoring and evaluation

	<p>Services Co-ordinator</p> <ul style="list-style-type: none"> • Sufficient knowledge, skills and abilities to deal with and respond effectively with relatives/carers • Awareness of confidentiality and equal opportunities. I/R 	
<p>4. PERSONALITY AND DISPOSITION</p>	<ul style="list-style-type: none"> • Patient caring nature I/R • Professional , polite and approachable manner I • Commitment to give high quality service A/I • Commitment to continuous improvement in service delivery A/I • Ability to work with and relate to a range of people and organisations. A/I • Ability to work on your own initiative as well as a team player A/I A/I/R • Commitment to training and personal development. A/I 	
<p>5. SPECIAL CIRCUMSTANCES</p>	<ul style="list-style-type: none"> • Physically and mentally fit for the job and in good health • Ability to work safely, in line with Health and Safety Legislation ,Policies and Procedures A • Commitment to the aims and policies of Age Concern Rotherham. A • An understanding of issues relating to older people. A/I • Flexible to the needs of the growing service A 	<ul style="list-style-type: none"> • have a clean current driving licence and be prepared to provide a vehicle for work for which mileage allowance will be paid.