

PERSON SPECIFICATION

Job information as shown on organisation chart

Job Title : Homefirst Assessment and Review Officer Service: Homefirst		Post No: Section:	Hoople Band: Hoople B Location: Auxilium House
All candidates will be considered on their ability to meet the requirements of the person specification		Essential criteria	Method of Assessment*
Experience	-Experience of assessing adult care needs and care planning. Experience of risk management - Experience of accountability. -Experience of working in a community setting - Experience of working in a social care/health care environment -Understanding of CQC accountabilities and key line of enquiries - Understanding of the Reablement approach - Knowledge of health promotion		CV interview

Skills and Abilities <i>Including personal attributes</i>	-Excellent written and verbal communication skills, with the ability to communicate complex issues clearly, effectively, accurately and appropriately to members of the public and other staff members -Ability to conduct robust and sound assessments and risk assessments where appropriate. -Ability to make sound decisions based on information gathered to meet defined outcomes and possess the judgement to seek advice where required. -self-motivated with the ability to work effectively on own initiative to challenging deadlines and work demands. -To demonstrate problem solving skills with a creative, flexible and sensitive approach. -To demonstrate commitment and ability to promote and safeguard the welfare of vulnerable adults. -Ability to work flexibly to meet the needs of the service. -Ability to develop and maintain good working relationships with customer, their families carers and advocates, colleagues , external organisations - Ability to use IT programmes such as Microsoft word programmes and computer apps.	CV Interview
Qualifications and Training <i>including professional qualifications</i>	-Diploma/NVQ level 3 in social care or health care or a commitment to work towards. - Competency certificate in ordering simple aids and adaptations or willingness to work towards this; - Competency certificate in care or willingness to work towards this - Competency certificate in manually handling or willingness to work towards this	Qualification certificates Training certificates

Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Ability to complete a proportionate amount of early and late shifts over weekdays and weekends to ensure of service for 365 days. You will need a full driving licence and access to your own car. Confidence in own abilities. Ability to work independently as well as part of a team. Ability to cope with changes in demands of the service. Ability to fulfil the travel requirements of the post. Physically able to undertake the duties. Able to work flexibly according to the needs of the service. Commitment to fairness and equality.		
Manager Signature:			Date:
Manager Name:		Job Title:	

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

31/08/18