



## PERSONNEL SPECIFICATION FOR THE SUPPORT WORKER 2 (GENERAL)

### SHORTLISTING CRITERIA

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
1. Circumstances	<ul style="list-style-type: none"> <li>Must be registered with the NISCC and registration is current</li> </ul>	<ul style="list-style-type: none"> <li>Possess a full current driving licence for a minimum of two years and undertake driving duties as and when required</li> </ul>
2. Qualifications/ Experience	<ul style="list-style-type: none"> <li>Minimum of 1 year as a Support Worker role in the Health &amp; Social Care Setting (Residential or Supported Living) and hold NVQ/QCF Level III OR</li> <li>Minimum of 2 years as a Support Worker role in a Health &amp; Social Care setting (Residential or Supported Living) with NVQ/QCF Level II OR</li> <li>3 years (paid) caring experience within the Health &amp; Social Care sector and MUST be willing to undertake QCF II training on appointment</li> </ul>	<ul style="list-style-type: none"> <li>A qualification specific to learning disability</li> <li>Undertake further training which is job role specific</li> </ul>
3. Skills/Knowledge	<ul style="list-style-type: none"> <li>Ability to lead a small staff team</li> <li>Supervision and appraisal of staff</li> <li>Staff development / training</li> <li>Good organisational skills</li> <li>Creative – ability to contribute positively to identifying appropriate programs that will enhance the life of the service users</li> <li>Manage workload</li> <li>Effective Communication</li> <li>Good ICT skills</li> <li>Recording / maintaining appropriate records</li> <li>Ability to formulate and implement a support plan.</li> <li>Money management and maintaining financial records</li> <li>Understanding of the role and responsibilities of the job</li> <li>Team working</li> <li>Rota Management</li> <li>Multi-disciplinary working</li> <li>Key worker role</li> <li>Care planning</li> <li>Data Protection &amp; Confidentiality</li> <li>General &amp; Risk Assessment</li> <li>Supported Living and residential services</li> <li>Understanding of learning disability issues</li> <li>Awareness of RQIA standards and inspections</li> <li>Relevant Legislation / Policies relating to Adult Social Care</li> </ul>	<ul style="list-style-type: none"> <li>Working with individuals with a learning disability</li> <li>Chairing meetings within staff team</li> <li>Preparing for and attending service user reviews</li> </ul>
<p>Shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will <u>not</u> make assumptions as to your circumstances, qualifications, experience, skills and knowledge.</p>		

### ADDITIONAL INFORMATION

- Highlighted criteria are assessed at application stage.
- This is a regulated post and will be subject to a satisfactory Access NI check.
- The post holder must be registered with NISCC upon appointment.