

Recruitment person specification

Post being recruited for: Sheltered Housing Support Officer

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<ul style="list-style-type: none">• To recognise and operate within professional boundaries• Experience of working with / providing housing support to a range of vulnerable clients	<ul style="list-style-type: none">• Experience of completing and updating information about the needs of frail, vulnerable or chaotic clients

<p>Knowledge, skills and understanding</p>	<ul style="list-style-type: none"> • Strong knowledge and understanding of the SSSC codes of practice, National Care Standards and Care Inspectorate requirements • Maintain ongoing professional development in accordance with SSSC registration and Care Commission Guideline <ul style="list-style-type: none"> • Highly effective written and verbal communication skills • Knowledge of First Aid for emergency situations • Knowledge and understanding of client medical issues • Actively participate in and record own continuous professional development • Ability to deal with clients / relatives in a sensitive and caring manner • Able to treat all clients in a non-judgemental way • Able to take own responsibility for professional development and positively promote continued development • Able to build relationships and work in partnership with internal and external agencies • Ability to develop a creative approach to assist clients • Ability to carry out risk assessments 	
<p>Qualifications and training</p>	<ul style="list-style-type: none"> • Possess or be willing to attain SVQ 2 or equivalent or above in Social Care or equivalent • Registered with the SSSC • Subject to positive PVG check • Willing to obtain and update a full First Aid Certificate 	

Job specific requirements

- Ability to undertake emergency first aid, personal care tasks and manual handling tasks including wheelchair-handling
- Ability to advocate on behalf of a client in a professional manner
- Able to assess initial health, housing or financial needs and make referrals to more specialist agencies where required
- Ability to be flexible, work on own initiative and organise own workload within boundaries and procedures
- Strong knowledge of core IT packages such as Microsoft Office.
 - Must have a clean driving license and full access to a personal vehicle to use for work purposes.