

PERSON SPECIFICATION

Post Title: Personal Assistant	Location:
Completed by: Matt Ireland	Date: 21/04/2015

Please see guidance notes before completion of this specification. Only criteria relevant to the post should be included.

	Essential Criteria	Desirable Criteria	Method of Assessment
Attainments	<p>Basic numeracy skills</p> <p>Basic English literacy skills</p> <p>Good spoken English</p> <p>Basic IT skills</p> <p>Hold Care Certificate or willingness to complete within 12 weeks of commencement</p> <p>Commitment to completing Health and social care diploma level 2 or equivalent following probationary period, in own time to meet individual contract requirements.</p>	<p>Previous experience of working with disabled people</p> <p>Health and Social Care Diploma Level 2 or 3 or equivalent.</p> <p>Use e-mail, internet and word processing systems.</p>	<p>Tested at interview</p> <p>Tested at interview</p> <p>Interview</p> <p>Application form/interview</p> <p>Application form, Interview, documentary evidence</p> <p>Application form, Interview</p> <p>Application form, interview</p>
Special skills and aptitude	<p>A positive attitude towards people with learning disabilities.</p> <p>Ability and willingness to undertake personal and intimate support and care for service users (eg, assisting with bathing, showering, going to the toilet, dressing).</p>	<p>An insight into the needs of people with a disability</p> <p>The ability to use non verbal communication skills</p>	<p>Application form, Job Interview, References</p> <p>Job Interview</p>

	<p>Willing to sign up to the values of Future Directions:</p> <ul style="list-style-type: none"> • To put people first • To be transparent • To go the extra mile • To be creative • To be adaptable <p>Must be able to function as a team member, respecting the role of colleagues</p> <p>Must be able to work without direct supervision.</p> <p>Home making skills, e.g. cooking, cleaning, etc.</p> <p>Resilient, hard working and able to work under pressure</p>		<p>Interview</p> <p>Interview, References</p>
Attendance Record	Satisfactory attendance record last 3 years		<p>Health questionnaire</p> <p>References</p> <p>Job interview</p>
Physical & Mental Job Demands	<p>In good physical and mental health</p> <p>Normal vision and hearing (aided or otherwise)</p> <p>Moving and Handling ability to:</p> <ul style="list-style-type: none"> • Without support – from a standing position bend to the floor. • Without support – get up from kneeling to a standing position. • Maintain a standing upright posture for at least 15 to 20 minutes. • Twist or turn upper body to 90 degrees. • Push a person in wheelchair so as they can access the Community. • Able satisfactorily complete Physical 		<p>Health questionnaire</p> <p>Job Interview</p> <p>Health questionnaire</p> <p>Job Interview</p> <p>Interview, Health questionnaire</p>

	<p>Intervention Training</p> <ul style="list-style-type: none"> • Pull a person in a mobile hoist or resque mat • Well groomed and clean and tidy – Candidate meet the Organisation Dress Code. 		
Circumstances	<p>Must be able to work flexible shifts (up to 5 days) including weekends, public holidays, sleep-in duties and/or wake and watch.</p> <p>Willingness to accompany service users on holiday either in U.K or abroad where service users want to go on holiday</p>	Holder of a clean driving licence	<p>Application form, Job Interview</p> <p>Job Interview</p>
Interests:	Please refer to the specifics in the job advertisement for the interests of the individuals that you would be supporting – it would be a major advantage for you if you share these interests		Application form, Job Interview