

WORTHING HOMES

Person specification: Personal Responder

1.	<u>Skills/Knowledge</u>	Essential/Desirable
	<ul style="list-style-type: none">• Ability to communicate to keep accurate records and write concise reports clearly	E
	<ul style="list-style-type: none">• Ability to use Microsoft Word and Outlook confidently	E
	<ul style="list-style-type: none">• Ability to prioritise own work load, use own initiative and work without close supervision	E
	<ul style="list-style-type: none">• Knowledge of the issues facing older people	D
	<ul style="list-style-type: none">• Knowledge of various health and social care agencies	D
2.	<u>Qualifications</u>	
	<ul style="list-style-type: none">• GCSEs or equivalent achieved in English and Maths	D
	<ul style="list-style-type: none">• First aid training/certificate	D
3.	<u>Experience</u>	
	<ul style="list-style-type: none">• Experience of providing excellent customer care	D
	<ul style="list-style-type: none">• Experience of working shifts	D
4.	<u>Personal Qualities</u>	
	<ul style="list-style-type: none">• Willingness to learn and continually develop own knowledge	E
	<ul style="list-style-type: none">• Ability to cope with change and work in a flexible manner	E
	<ul style="list-style-type: none">• Ability to work as a member of a team.	E
	<ul style="list-style-type: none">• Ability to be able to handle difficult situations calmly and sensitively	E
	<ul style="list-style-type: none">• Commitment to Equal Opportunities	E
5.	<u>Special Factors</u>	
	<ul style="list-style-type: none">• Ability to be able to travel between appointments sometimes at short notice (car owner / driver preferred)	E
	<ul style="list-style-type: none">• To live within a specified geographical area and be prepared to stay within that area whilst on call.	E