**As part of the short-listing process, please ensure that you provide written evidence within the Personal Statement to support each of the Essential Criteria.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria No.** | **Attribute** | **Essential**  **(E)** | **Desirable**  **(D)** |
|  | **Qualifications & Education** |  |  |
| **1** | NVQ Level 2 or equivalent in Care |  | **D** |
| **2** | First Aid Certificate |  | **D** |
| **3** | Moving and Handling of People |  | **D** |
|  | **Experience & Knowledge** |  |  |
| **4** | Approximately 3 years experience of dealing with older and more vulnerable people either by employment or in a voluntary capacity | **E** |  |
| **5** | Knowledge in the use of technology |  | **D** |
|  | **Skills** |  |  |
| **6** | IT Literate and capable of using MS Word and office applications | **E** |  |
| **7** | Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals | **E** |  |
| **8** | Ability to effectively communicate, especially with older and vulnerable people, to have patience and be a good listener | **E** |  |
| **9** | Ability to maintain accurate records and work within guidelines | **E** |  |
| **10** | Ability to organise and prioritise own work with minimum supervision and deal with unexpected events. | **E** |  |
| **11** | Ability to deal with a wide range of people including, clients, families, health professionals, adult services, etc. | **E** |  |
|  | **Personal Attributes** |  |  |
| **12** | Ability to remain calm under pressure | **E** |  |
| **13** | Ability to demonstrate a caring disposition | **E** |  |
| **14** | Ability to demonstrate that you can work within an environment of a confidential nature | **E** |  |
|  | **Special Requirements** |  |  |
| **15** | Reliable with a flexible approach to work including some statutory and bank holidays if required | **E** |  |
| **16** | Capable of independent travel to carry out the requirements of the post | **E** |  |