



Person specification			
Post title	Assistant Care Manager	Grade	Band G
Service Area	Adult Social Care	Section/team	Rapid response

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	The ability to carry out effective person-centred assessment of needs with clearly identified outcomes. To plan, co-ordinate and review support packages in a clear and imaginative way minimising risk to service users and carers. Practical experience of assessment and service delivery in the appropriate field is desirable	Desirable	A/I
S2	Knowledge and understanding of relevant legislation of the care act	Essential	A/I
S3	Ability to consult where and when appropriate and work under supervision in complex situations.	Essential	A/I
S4	The ability to function well as a member of the multi-disciplinary team and to give and receive support	Essential	A/I
S5	Knowledge of the variety of needs of older people	Essential	A/I
S6	Competent in IT including Microsoft Office applications	Desirable	A/I
S7	To work within a performance management framework	Essential	A/I
S8	Able to work as a lone worker in a community setting	Essential	A/I
S10	Experience in the provision of care to adults	Essential	A/I
S11	Experience of dealing or coping with difficult situations within the limitations of	Essential	A/I

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	the role and seeking appropriate advice		
S12	The ability to form positive working relationships	Essential	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people.	Essential	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	I
Communication			
C1	Ability to communicate with colleagues and members of the wider multidisciplinary team	Essential	I
C2	Able to demonstrate good verbal and written communication skills	Essential	I
Qualifications			
Q1	Health and social care level 3 or equivalent, demonstrate continuous professional development	Essential	I/C
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities – Ability to use equipment as instructed and trained Ability to inform management of any health and safety issues which could place individuals in danger	Desirable	I/A/C

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

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Date	Approved by authorised manager	Designation

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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