



Person Specification			
Post title	Assistant Care Manager	Grade	G / £32,061 - £33,699 per annum

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

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	The ability to carry out simple effective person centred assessment of needs with clearly identified outcomes using an asset based approach. 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	CV/SS, I
S2	Knowledge and understanding of relevant legislation of the Care Act 2014 and Mental Capacity Act 2005	CV/SS, I
S3	Ability to consult where and when appropriate and work under supervision in complex situations	CV/SS, I
S4	The ability to function well as a member of a multi-disciplinary team(s) and to give and receive support	CV/SS, I
S5	Ability to contribute to service planning and development	CV/SS, I
S6	Ability to develop and maintain good working relationships with colleagues, service users and carers	CV/SS, I
S7	To have knowledge and understanding of the principles which underpin quality assurance	CV/SS, I
S8	Knowledge of the variety of needs of individuals with a learning disability and/or physical disability, mental health or older people.	CV/SS, I
S9	Experience of new technology and working with information systems which requires basic keyboard	CV/SS, I

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	skill and some knowledge of Microsoft systems	
S10	To Work within a Performance Management Framework	CV/SS, I
S11	Able to network and liaise with personnel from social care, health and other third sector organisations	CV/SS, I
S12	Able to work as a lone worker in a community setting	CV/SS, I
S13	Able to demonstrate good verbal and written communication skills Competent in IT including Microsoft Office applications	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Demonstrate an ability to communicate in an open and honest manner	CV/SS, I
C2	Able to demonstrate good verbal and written communication skills	CV/SS, I
Qualifications		
Q1	Demonstrate an ability and a willingness to undertake the appropriate training within a reasonable timeframe of commencing employment including: Health and Social Care NVQ level 3/Health and Social Care Diploma Level 3	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

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.**

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- **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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