

PERSON SPECIFICATION –ASSISTANT HOME MANAGER

	Essential/Desirable
<p><u>Qualifications / Training</u></p> <ul style="list-style-type: none"> • NVQ2 • NVQ3 • Appropriate in service courses • Relevant Management Qualification – Foundation course 	<p>E D E D</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 3 years working with people with learning disabilities and associated challenging behaviours • Minimum 1 years in a senior role with responsibility for supervision of staff 	<p>E D</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Understanding of Equal Opportunities legislation and promotion of anti-discriminatory practice • Current developments in learning disability services • All aspects of human development • Needs of people with a learning disability, challenging behaviour and complex needs. • Understanding of needs – led and values based approach to delivering of services. • Multi disciplinary work. • Staff supervision • Medication Administration • Knowledge of Health & Safety Legislation as it relates to residential care. 	<p>All Essential</p>
<p><u>Skills</u></p> <ul style="list-style-type: none"> • Staff Management • Financial control and monitoring. • Negotiation and Liaison. • Communication • Management of challenging behaviours and complex needs. • Ability to work using own initiative under direction. • Ability to work ‘shifts’, unsociable hours, weekends and Bank holidays in accordance with needs of home. • Experience in managing routine administrative tasks (i.e. stock control, petty cash, ordering, client finances/benefits) • Demonstrates commitment to staff personal development and training. 	<p>All Essential</p>
<p><u>Personal Attributes</u></p> <ul style="list-style-type: none"> • Reliable • Ability to lead under pressure • Clarity of thought. • Disciplined and professional approach to work. • Non-discriminatory and non-judgmental practice. 	<p>All Essential</p>
<p><u>Other</u></p> <ul style="list-style-type: none"> • Good general health. • Ability to work weekend shifts, bank holidays and sleep in’s. • Clean full driving licence 	<p>E E D</p>