

**PERSON SPECIFICATION – DAY SERVICE ORGANISER**

	Essential/Desirable
<p><b><u>Qualifications/Training</u></b></p> <ul style="list-style-type: none"> <li>Professional qualification in social care, health care or education.</li> <li>Good standard of general education to include Maths and English.</li> </ul>	<p>D E</p>
<p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>Experience of working in a multi-disciplinary team.</li> <li>Minimum 2 years previous experience of working with adults with a learning disability and challenging behaviours and of working as part of a team.</li> </ul>	<p>D E</p>
<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>Health and Safety legislation as it relates to residential care and day services.</li> <li>Understanding of the needs of people with a learning disability.</li> <li>Recognition of need of confidentiality.</li> <li>Medication administration.</li> <li>Staff supervision.</li> <li>Understanding of programmes planning and goal setting.</li> </ul>	<p>D E E E E E</p>
<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"> <li>Ability to communicate with service users, families, professionals and colleagues.</li> <li>Ability to work using own initiative, whilst supporting and guiding staff.</li> <li>Ability to liaise and feedback to the Management team on new developments.</li> <li>Ability to work under pressure in a professional manner, and deal with emergency situations effectively.</li> <li>Ability to organise and implement a structured programme for service users.</li> <li>Ability to manage a budget and oversee an accurate record system.</li> <li>Good oral and written skills including report writing.</li> <li>Ability to motivate staff and contribute to positive work practices.</li> <li>Assessment skills.</li> <li>Administration and time management skills.</li> </ul>	<p>All Essential</p>
<p><b><u>Personal Attributes</u></b></p> <ul style="list-style-type: none"> <li>Non-discriminatory and non-judgmental practice.</li> <li>Clarity of thought.</li> <li>Disciplined and professional approach to work.</li> <li>Flexibility.</li> <li>Tact and diplomacy and reliability.</li> <li>Hard working and motivated.</li> <li>Enthusiasm.</li> <li>Willingness to learn and use new skills.</li> <li>Reliable.</li> <li>Good time-keeping.</li> <li>Open minded and positive.</li> <li>Good advocacy skills.</li> </ul>	<p>All Essential</p>
<p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>Good general health.</li> <li>Clean full driving licence.</li> <li>Ability to work shifts weekends, bank holidays and sleep-ins if required.</li> </ul>	<p>E D E</p>