

PERSON SPECIFICATION – DAY SERVICE ORGANISER

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