



Person Specification

This post requires that the post holder has the following skills and experience to fulfil the job description.

When completing your application form, in section 6 “Person Specification” please address yourself to each of the points marked with an asterisk *. Please number each point and clearly explain how your experience, skills and knowledge meet the requirements specified.

Application forms without this completed section will not be accepted.

Essential Experience:

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- * **1. Significant experience of working with clients living in supported accommodation with mental health and/or substance misuse issues.**
- * **2. Experience in support planning with clients, including setting realistic and attainable goals.**
- 3. Experience and understanding of risk management, health and safety, and the ability to implement policy and protocol.
- 4. A thorough understanding of safeguarding issues in relation to adults and children and the ability to apply these in practice.
- 5. Experience of managing a client caseload, and writing accurate case notes and reports
- * **6. Experience of devising, updating and reviewing robust risk assessments, and coordinating crisis management work which may require out of hours working.**
- 7. Experience of multi-agency working and joint-support/risk planning, with statutory mental health services.
- * **8. Experience of working in partnership with a range of agencies including voluntary and statutory sector.**

Skills/Ability/Knowledge

- * **9. Understanding of housing management / tenancy issues, including health and safety checks, and license agreements.**

- * **10. Experience of preparing and supporting clients to move on to independent accommodation and an awareness of housing options, including accessing Private Rented Sector accommodation**
- 11. Knowledge of mental health, substance misuse, and appropriate support interventions.
- * **12. Ability to utilize trauma informed practice using a range of techniques including Coaching and Motivational Interviewing within the PIE framework.**
- 13. Ability to provide creative, structured support/action planning.
- 14. Ability to work in the field unsupervised.
- 15. A good knowledge of relevant welfare benefits (especially Housing Benefit).
- 16. A good understanding of accountability and confidentiality.
- * **17. Ability to plan own work, work independently, work under pressure, effectively prioritise, deal with stress, and problem solve**
- 18. Ability to offer an adaptable approach to crisis support work which may include responsive on call support and working flexible hours if required.
- 19. Ability to participate in and positively contribute to team work.

Other Essential:

- 20. Excellent IT skills including using Microsoft word, outlook and excel.
- 21. Excellent administrative skills, including the ability to read and write reports, maintain efficient recording and filing systems, process financial procedures and complete forms.
- 22. Ability to effectively promote equal opportunities and anti-discriminatory practice.
- 23. A commitment to personal and professional development.