

## **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:**

1. A good knowledge and understanding of issues surrounding addiction and experience of working with individuals who have mental health, substance misuse or complex needs. \*
2. Experience of managing challenging situations. \*
3. Experience of assessing needs and risks.

### **Skills / Ability / Knowledge:**

4. Knowledge and ability to work within the twelve-step model of recovery from addiction.
5. Ability to respond calmly and practically to incidents and writing clear handover notes.
6. Competent use of Microsoft software packages including Word and Outlook. \*
7. Knowledge of housing management and tenancy issues which may put a tenancy at risk.
8. Excellent interpersonal and communication skills. \*
9. Ability to set professional boundaries. \*
10. Good time management skills.

**Other / Desirable**

11. Ability to effectively promote equal opportunities and anti-discriminatory practice with a special emphasis on homelessness, addiction and poverty.
12. Commitment to the creation of an environment in which recovery from addiction is possible, in which open reflective practice can take place and in which all team members can work to their full potential.