

**GENESIS SUPPORT SERVICES LTD.
PROJECT SUPPORT WORKER PERSONNEL SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Substantial experience of work within the social care sector and or relevant unpaid experience.	Experience of work with young people in a community setting.	Application form and selection process
QUALIFICATIONS	NVQ Level 3 / or a willingness to undertake such training.	Other qualification in the field of social care.	Application form and selection process. Certificates
TRAINING	Be willing to undertake related and self development training.		Application form and selection process.
SPECIAL KNOWLEDGE	Knowledge of Housing Legislation. Knowledge of the special needs of care leavers and homeless children in need with regard to accommodation	Knowledge of child care legislation and the Children (Leaving Care) Act. Knowledge of Social Services. Knowledge of local housing provision.	Application form and selection process.
EQUALITY	Candidates should indicate an acceptance of and commitment to the principles underlying aspirations Equal Rights policies and practices.		Selection Process
DISPOSITION - ADJUSTMENT/ ATTITUDE	Able to relate positively to young people. Able to work effectively alone and as part of a team.	Ability to use initiative and take responsibility. Be motivated by a sincere interest in the needs of care leavers.	Selection process
PRACTICAL & INTELLECTUAL SKILLS	Effective communication skills literate and numerate and able to present information accurately.	Ability to absorb information easily. Ability to work on own initiative and manage work load with minimal supervision.	Application form and selection process

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CIRCUMSTANCES - PERSONAL	<p>Must be legally entitled to work in the UK.</p> <p>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required as appropriate)</p>		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter.</p>
PHYSICAL/SENSORY	<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate.</p>		<p>Selection process</p>

SPECIAL CONDITIONS

Must be prepared to work outside normal office hours including early mornings, evenings, weekends and bank holidays.
 Must be prepared to work at other houses– travel expenses will be paid.
 Some home based working may be required.

Prepared by M Joseph October 2015