

**BARNET MENCAP**  
**PERSON SPECIFICATION**

**JOB TITLE:** Community Support Worker – Equality Housing

**LOCATION:** 35 Hendon Lane, tenants' homes and community based

| POST REQUIREMENTS/<br>CRITERIA                       | ESSENTIAL/<br>DESIRABLE |                                                                                                                               | ASSESSED FROM<br>APPLICATION<br>FORM/INTERVIEW/<br>TEST |
|------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>EXPERIENCE RELEVANT TO<br/>POST</b>               | E                       | Experience of working directly with people with learning disability and/or autism in a community or residential setting.      | A                                                       |
|                                                      | E                       | Commitment to working positively with people with learning disability to promote their well-being and independence.           | A/I                                                     |
|                                                      | E                       | An understanding and commitment to Safeguarding of children and adults at risk                                                | A/I                                                     |
| <b>SKILLS &amp; ABILITIES/<br/>SPECIAL APTITUDES</b> | E                       | Demonstrate commitment to the rights of service users to participate fully in the decisions that affect their lives.          | A/I                                                     |
|                                                      | E                       | Able to maintain clear and accurate records.                                                                                  | A/I                                                     |
|                                                      | E                       | Ability to write letters, complete forms etc for the tenants.                                                                 | A/I                                                     |
|                                                      | E                       | To have good communication skills.                                                                                            | A/I                                                     |
|                                                      | E                       | Ability to give advice and advocate for service users.                                                                        | A/I                                                     |
|                                                      | E                       | Ability to access and respond to needs expressed by the service users.                                                        | A/I                                                     |
|                                                      | E                       | To work in partnership with colleagues, families, carers, professionals from other agencies, e.g. Social Services and Health. | A/I                                                     |
|                                                      | E                       | To be able to use own initiative, to have the confidence to work alone and know when to seek advice and source information.   | A/I                                                     |
|                                                      | D                       | Home care skills and interests.                                                                                               | A/I                                                     |
|                                                      | E                       | Word processing skills.                                                                                                       | A/I                                                     |
|                                                      | E                       | A knowledge and understanding of the White Paper – Valuing People.                                                            | A/I                                                     |
|                                                      | E                       | Person Centered Planning – To promote a 'Person Centered Ethos'                                                               | A/I                                                     |
| <b>KNOWLEDGE RELEVANT TO<br/>JOB:</b>                | E                       | A knowledge of Risk Assessment and knowledge of Health and Safety relevant to the post.                                       | A/I                                                     |
|                                                      |                         | Knowledge of personal and sexual relationships                                                                                |                                                         |

|                                 |          |                                                                                                                                                                 |            |
|---------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                 | <b>D</b> | issues.                                                                                                                                                         | <b>A/I</b> |
|                                 | <b>E</b> | Knowledge of benefit entitlement for people with learning disabilities.                                                                                         | <b>A/I</b> |
|                                 | <b>D</b> | Understanding the role of social services.                                                                                                                      | <b>A/I</b> |
|                                 | <b>D</b> | Knowledge of services in Barnet.                                                                                                                                | <b>A/I</b> |
| <b>EDUCATION</b>                | <b>E</b> | A good secondary education.                                                                                                                                     | <b>A</b>   |
|                                 | <b>D</b> | NVQ III In Care.                                                                                                                                                | <b>A</b>   |
| <b>TRAINING</b>                 | <b>E</b> | To undertake relevant training as required.                                                                                                                     | <b>A/I</b> |
|                                 | <b>E</b> | To take part in and contribute to supervision.                                                                                                                  | <b>A/I</b> |
|                                 | <b>E</b> | To take part and contribute to appraisal.                                                                                                                       | <b>A/I</b> |
|                                 | <b>D</b> | First Aid Certificate.                                                                                                                                          | <b>A/I</b> |
| <b>SPECIAL JOB REQUIREMENTS</b> | <b>E</b> | To advocate for the service users as required.                                                                                                                  | <b>A/I</b> |
|                                 | <b>E</b> | Good listening skills.                                                                                                                                          | <b>A/I</b> |
|                                 | <b>E</b> | Availability to work flexibly as necessary, cover for colleagues and to respond to service users should an emergency arise, including evenings and at weekends. | <b>A/I</b> |
|                                 | <b>E</b> | Mobility to include the use of public transport and climbing stairs.                                                                                            | <b>A/I</b> |
|                                 | <b>D</b> | Car driver and the use of a car.                                                                                                                                | <b>A/I</b> |
| <b>EQUAL OPPORTUNITIES</b>      | <b>E</b> | To have knowledge and awareness and actively promote anti-discriminatory practice at all times.                                                                 | <b>A/I</b> |

**The information on this form will be the basis on which applications will be short-listed. All applicants with a disability who meet the essential criteria to be short-listed/invited for interview.**

