

## Person Specification

Post No	RDSSWD	Designation:	Relief Day Service Support Worker/Driver	Department:	Social Services
Section:	Adult Day Services	Completed By:	Linda Ruston	Date:	2 April 2018

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	<b>Experience</b>	Experience or caring for physically disabled adults/adults with learning disabilities 3 years driving experience	Experience of practical & therapeutic activities	Application form Interview
2.	<b>Knowledge</b>	Knowledge & understanding of Disability Equality	Knowledge of First Aid	Application form Interview References
3.	<b>Skills and aptitudes</b>	Good communication skills – verbal & written Caring skills. A good motivator Able to use initiative Teamworking skills A competent driver (able to drive 16 seater vehicle)		Application form Interview

		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
4.	<b>Qualifications and training</b>	Valid driving licence. Must be able to drive category D1 vehicles	Social care qualification NVQ in Care (Level 2 or above) First Aid Training	Application form Interview
5.	<b>Attitude and motivation</b>	Well organised Sensitive Common sense Flexible Responsible Sense of humour		Interview Application form
6.	<b>Other (please specify)</b>	An interest in and knowledge of therapeutic activities Ability to drive throughout the Vale or between locations as appropriate	Ability to speak / learn welsh	Application form Interview