

Camphill Milton Keynes Communities  
PERSON SPECIFICATION  
BANK/RELIEF SUPPORT WORKER

<u>Qualifications/Education/Training</u>	Essential Desirable	<u>How Assessed</u>
<p>NVQ Level 2 in Care or equivalent qualification, or relevant life experience and transferable skills &amp; willingness to work towards qualification.</p>	<p>D D</p>	<p>Application Form</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• Ability to proactively engage with service users</li> <li>• Previous experience of working with people with learning disabilities</li> <li>• Experience of identifying support needs for people and developing support plans and maintaining records</li> <li>• Good communication skills, both written and verbal</li> <li>• Experience of team work</li> <li>• Ability to organise and prioritise workload to meet deadlines</li> <li>• Ability to support less experienced staff members</li> <li>• Proficient IT skills, such as Microsoft Office programmes.</li> <li>• Experience in filing and administrative systems and processes.</li> <li>• Ability to maintain professional boundaries at all times.</li> </ul>	<p>E D  D E E  E  D E  D  E</p>	<p>Application form Interview</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Working knowledge of risk assessment, health &amp; safety, safeguarding.</li> <li>• Understanding of managing people with challenging needs and their behaviour.</li> </ul>	<p>D D</p>	<p>Application form Interview</p>

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<ul style="list-style-type: none"> <li>• Commitment to a person centred approach which is focussed on the needs of the people we support.</li> <li>• Driving licence (no more than 3 points)</li> <li>• An understanding of equality and diversity and its implications</li> </ul>	<p style="text-align: center;">E D E</p>	
<p><u>Person Attributes</u></p> <ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Caring and supportive attitude</li> <li>• Ability to work flexible and unsocial hours including weekends, evenings, bank holidays and sleep-ins, when required. Regular or set hours not guaranteed.</li> <li>• Ability to work flexibly at short notice to cover planned and unplanned staff absences for short periods.</li> <li>• Capacity to engage with the values and principles of our organisation.</li> <li>• Ability to present clear written information, including oral presentation.</li> <li>• Commitment to ongoing personal development and training associated with the role.</li> </ul>	<p style="text-align: center;">E E E E E E E</p>	<p style="text-align: center;">Application form Interview</p>