

## PERSON SPECIFICATION

**Post Title:** Trainee Social Care Worker Grade

**Post No:** Generic

	ESSENTIAL	DESIRABLE
<u>Personal Features/Qualities</u>	<p>Positive attitude to service user group.</p> <p>Non-judgemental attitude. Physically fit.</p> <p>Reliable and honest.</p>	
<u>Relevant Experience</u>	<p>Car owner/driver ^</p>	<p>Car owner/driver ^</p> <p>Experience of working without direct supervision.</p> <p>Experience of providing care in any setting.</p> <p>Experience of working as part of a team.</p> <p>Experience of supporting people through loss or bereavement.</p> <p>Experience of dealing with conflict situations</p>
<u>Education</u>	<p>Standard general grade English or equivalent (SCQF 4) or evidence of ability to write clearly and concisely.</p>	<p>Evidence of ability to complete appropriate SVQ (SCQF 5 or 6) and HNC (SCQF 7) or equivalent relevant qualification to work with service user group*</p> <p>Commitment to continuing professional development (CPD).</p>
<u>Skills, Abilities and Knowledge</u>	<p>Good interpersonal and communication skills.</p> <p>Ability to maintain confidentiality.</p> <p>Driving Licence ^</p>	<p>Good organisational skills.</p> <p>Ability to maintain up to date / accurate records.</p> <p>Driving Licence ^</p> <p>ICT skills</p>

^ see section below on car ownership and driving licence requirements as they differ between workbases.

\* see section below on qualifications required as they differ between workbases.

