

Person Specification

This post requires that the post holder has the following skills and experience to fulfil the job description.

When completing your application form, in section 6 “Person Specification” please address yourself to each of the points marked with an asterisk *. Please number each point and clearly explain how your experience, skills and knowledge meet the requirements specified.

Application forms without this completed section will not be accepted.

Essential Experience:

*	1.	Extensive experience of working with people who are vulnerable, homeless and have complex needs.
*	2.	Extensive experience of working with people with substance misuse/dual diagnosis/mental health/criminal justice issues.
*	3.	Experience of Assessment, Support Planning and Case Work Management, including setting realistic and attainable goals.
*	4.	Experience of supervising staff, leading and developing a team and developing good working relationships

Skills / Ability / Knowledge:

*	5.	Ability to develop, monitor and report on financial and performance targets.
	6.	Ability to supervise keywork practice.
	7.	Ability to develop and manage efficient office administrative systems.
	8.	Experience of building up effective working relationships with voluntary and statutory organisations.
*	9.	A thorough understanding and experience of risk management and health and safety issues in a supported housing environment.
	10.	The ability to both develop and implement appropriate policies and procedures.
	11.	A commitment to meeting the needs of homeless and vulnerable adults.
*	12.	Ability to plan own work, work independently, under pressure, effectively prioritise and deal with stress.
	13.	Good IT skills such as word processing, Excel, and Windows Operating Systems
*	14.	Ability to develop psychologically informed practice in the delivery of residential support services, and a knowledge of Recovery practice.

*	15.	Ability to motivate and support people with low self-esteem through a process of change including when they are resistant.
*	16.	Ability to take responsibility and make decisions including difficult ones.
*	17.	Ability to set boundaries, to challenge appropriately and to manage conflict constructively.
	18.	Understanding of the relationship between homelessness and complex needs.
	19.	This job entails leading on Maintenance for the service so ability to identify, report and oversee repairs is essential and the ability to provide hands-on remedies as appropriate.

Other / Desirable

	20.	A commitment to the development and implementation of Equal Opportunity Policies.
	21.	A good knowledge of different models and practice related to supported housing.