

## **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 Professional experience in working with people who are homeless or inadequately housed.
- 2 Experience in working with people who have multiple and complex needs, and with experience of trauma.
- \* 3 Experience of Case Work, Client Needs Assessment, and Support Planning.

### **Skills / Ability / Knowledge:**

- 4 Ability to relate to people at all levels - good interpersonal and communication skills.
- 5 Ability to prioritise work.
- 6 Ability to work under pressure/in a stressful environment.
- \* 7 Awareness of issues surrounding substance misuse and mental ill health.
- 8 Ability to provide informed and accurate guidance around housing, including a working knowledge of housing law, awareness of local housing providers, and the ability to manage client expectations.
- \* 9 Ability to deal well with challenging behaviour including de-escalation skills for clients who present as angry or aggressive.
- \* 10 Good understanding of issues surrounding professional boundaries.

- 
- \* 11 To manage risk effectively, including keeping self, colleagues, and clients safe in the event of fire or another incident.
  - 12 Ability to be self-motivating and organise workload independently.
  - 13 Ability to give day-to-day support to other members of a team.
  - \* 14 Competent IT skills.

**Attitudes:**

- 15 Non-judgmental.
- 16 Patience/tolerance/tenacity.
- 17 Commitment to empowering those who are homeless and inadequately housed.
- 18 Willingness and ability to work closely with statutory and voluntary organisations.
- 19 Willingness and ability to work in a flexible way (i.e. to take on tasks other than casework which are necessary for the smooth running of First Base.)

**Other / Desirable:**

- 20 Ability to ask for support when necessary.
- 21 Willingness to be supervised.
- \* 22 Understanding of, and commitment to, Equal Opportunities.
- 23 Understanding of issues surrounding confidentiality.
- 24 Willingness to undertake training as appropriate.