

CARERS ASSOCIATION SOUTHERN STAFFORDSHIRE

PERSON SPECIFICATION

Title of post: Health Liaison Worker

This specification lists the skills, knowledge and experience required for this post. The selection process will be based on these criteria and your application will be assessed to check if it meets the requirements of the post.

	Essential	Desirable	Method of Assessment
Background and knowledge	An understanding of, and a sensitive approach to, the issues faced by family Carers		Application form / interview/presentation
	Knowledge of the way statutory and voluntary agencies are organised		Application form/ interview
	An understanding of Health and Social Care policies	Background of working with people who require care and their family Carers in a health care or community setting	Application form/ interview
	Proven background of project work and working to deadlines	Background in giving and receiving information and support via the telephone and in person	Application form/ interview
	Experience of supporting family Carers in the wider community or on a personal level	Knowledge of the geography of Southern Staffordshire	Application form/ interview
			Application form/ interview

<p>Particular Skills and abilities</p>	<p>Good listening, verbal and written skills and an ability to write accurate reports</p> <p>Ability to communicate on a variety of levels</p> <p>Excellent Presentation Skills</p> <p>Computer literacy skills Microsoft Office</p> <p>Ability to work on own initiative and as part of a team</p> <p>Good organisational skills Adaptable, flexible and proactive</p> <p>An understanding of the importance of maintaining confidentiality</p> <p>Experience of working alongside volunteers to compliment the service offered</p>	<p>Working with in a health care setting</p> <p>Experience of supporting people to reach their full potential</p>	<p>Application form/ interview</p> <p>Application form/interview</p> <p>Interview</p> <p>Application form/ interview</p> <p>Application form/ interview</p> <p>Application form</p> <p>Application form / interview</p> <p>Application form/interview</p>
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Other factors	Willingness to work within CASS' aims, principles and policies e.g. Equal Opportunities		Interview
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