

SKILLS I MAY HAVE TO OFFER AN EMPLOYER

PERSONAL

Perseverance

Loyalty

Dependability and Reliability

Patience

Tolerance

Self Motivation and Initiative

MANAGEMENT

Financial Management

Negotiating

Advocacy

Staff Management and Co-ordination

Information Gathering

Dealing with Difficult Behaviour

PRACTICAL

Physical Handling Skills

Personal Caring Skills

Domestic Management

First Aid Knowledge

PERSON SPECIFICATION

Education:	No specific requirement	
Abilities:	Effective verbal, written and communication skills	Essential
	Good listening and negotiating skills	Essential
	Able to manage pressure and organise own work	Essential
	Ability to organise and record information accurately	Essential
	Ability to deal with difficult or challenging behaviour	Essential
	Ability to manage on a tight budget	Essential
	Ability to act as an advocate	Essential
	Confident to make own needs known to those who can provide help and support	Essential
	Computer literate	Desirable
Personal Skills and Experience	Self-motivated and able to use own initiative	Essential
	Able to work under pressure	Essential
	Able to work on own and as part of a team	Essential
	Aware of confidentiality issues	Essential
	Willing and able to undertake training	Essential
	Able to take a flexible and creative approach to problem solving	Essential
	Household management including budgeting, shopping, cleaning, cooking, washing and ironing	Essential
	Co-ordinating a wide range of professional support	Essential
	Knowledge of the benefits system, services and support available in The local area and how to access these	Essential
	Aware of Health and Safety issues	Desirable
Other:	Car driver and ability to travel	Desirable
	Willingness to be available 24 hours a day, 7 days a week, with no guaranteed days off or holidays	Essential

SKILLS

“NONE – I’VE ONLY BEEN A CARER”

TASKS	WORKING WITH DATA	WORKING WITH PEOPLE	WORKING WITH THINGS	WORKING WITH IDEAS
Personal care		Sensitivity	Using specialist equipment	Time management
Organising respite care	Budgeting/Research skills	Liaison skills	Telephone skills	Assessment/Problems Solving skills
Arranging daily activities		Ability to work as part of a team		Organisational skills
Meetings/Reviews		Negotiation skills		Planning skills
Benefit applications	Detailed presentation of information	Assertiveness	Administration skills/form filling	Ability to present ideas in writing
Benefit check	Problem solving		Keeping accurate records	
Finding out about the disability or illness	Research skills	Communication skills		
Transport	Knowledge of the local area		Driving a vehicle	
Managing behaviour		Communication skills	Ability to use safe restraint techniques	Adaptability/flexibility
Visits to doctor/hospital	Presentation/understanding of information	Communication skills		Ability to ask relevant questions