

## Jigsaw Homes Group - Person Specification

**Title: Supported Housing Assistant**

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
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### **Educational Standard/Qualifications**

Educated to GCSE/O Level standard or equivalent	D	App/Cert/Int
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### **Personal Qualities / Skills**

Interpersonal skills	E	App/Int
Good communicator at all levels	E	App/Int
Understanding of Anti-Discriminatory practise in Service Delivery	E	App/Int
Competent administrative skills	D	App/Int

### **Relevant Experience**

Experience of working in a relevant customer focussed setting	E	App/Int
Working with vulnerable people in need	E	App/Int

### **Other Skills**

Ability to achieve solutions using own initiative	E	App/Int
Operates effectively under pressure	E	App/Int
Ability to work affectively as lone worker and as part of a team	E	App/Int
Gain and maintain trust and respect	E	App/Int
Willing to work as part of a team	E	App/Int

### Specialist Knowledge

Housing Legislation	D	App/Int
Best Value	D	App/Int
Health and Safety responsibilities	D	App/Int
Welfare Benefit Regulations	D	App/Int

### Vision, Values and Behaviours

New Charter Vision, Values and Behaviours (attached separately)	E	App/Int
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### For information:

**Category D:** Refers to **Desirable Features** which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

**Category E:** Refers to **Essential Requirements** without which the candidate would be unable to carry out the duties of the post.