

**Person Specification**

**Job Title:** Clinical Support Worker

**Division:**

<b>Job Requirements</b>		<b>Weighting</b>
<p><b>QUALIFICATIONS/TRAINING</b></p> <ul style="list-style-type: none"> <li>• Level of education</li> <li>• Professional qualifications</li> <li>• Vocational Training</li> <li>• Post basic qualifications</li> <li>• Training and learning programmes/courses</li> </ul>	<ul style="list-style-type: none"> <li>• Obtained an educational level of GCSE level A – C English and Maths or equivalent</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Minimum NVQ/Diploma Level 2, willing to work to Level 3 or equivalent higher apprenticeship in healthcare</li> </ul>	E
	<ul style="list-style-type: none"> <li>• NVQ /Diploma level 3 or equivalent higher apprenticeship in healthcare</li> </ul>	D
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Length and type of experience</li> <li>• Level at which experience gained</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in delivering care in a healthcare or people centred environment</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience working as part of a team</li> </ul>	E
<p><b>SKILLS/KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Range and level of skills</li> <li>• Depth and extent of knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of competence in care skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Evidence of competence in relevant specialist skills / tasks</li> </ul>	D
	<ul style="list-style-type: none"> <li>• Able to delegate work appropriately</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Good written, verbal and non-verbal communication skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Competent IT skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Able to present information, written and orally in an accurate clear and logical manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise workload</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to write accurate and legibly in patient notes</li> </ul>	E
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Sometimes called attributes</li> </ul>	<ul style="list-style-type: none"> <li>• Able to work as part of a team</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Compassionate and caring nature</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Empathetic</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Reliable</li> </ul>	E

<p><b>OTHER JOB REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Physical attributes</li> <li>• Specific job circumstances such as unsocial hours</li> <li>• Special requirements such as car driver</li> </ul>	<ul style="list-style-type: none"> <li>• Passes pre employment checks</li> <li>• Able to work flexibly over a 24 hour period</li> <li>• Able to carry out moderate to intense physical effort throughout the working day and carry out concurrent activities</li> <li>• Able, with appropriate support, to work in an emotionally demanding environment</li> </ul>	<p>E E  E  E</p>
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<b>* Notes on Completion</b>	
<p><b>JOB REQUIREMENTS</b></p> <p>The job requirements are in effect the person specification, in that they specify the person who could do the job competently.</p>	<p><b>WEIGHTING</b></p> <p>Please indicate for each criteria whether it is <b>Essential</b> or <b>Desirable</b>.</p>