**Job Specification –** Welfare Assistant

1. **Qualifications**

2 GCSE grade A-C

A demonstrable commitment to professional development

**2. Experience**

Experience of caring for others

**3. Knowledge/Skills**

The ability to receive and communicate information accurately and take instruction from professional colleagues.

**4. Qualities/Attributes**

An understanding, acceptance and adherence to the need for strict confidentiality

Demonstrate initiative, working without direct supervision

Resourcefulness and common sense

Can respond to a demanding environment

Ability to identify risks and alert individuals as necessary

Ability to work as part of an integrated multi-skilled team

Able to work in a changing environment

Organised and reliable Pleasant and articulate

Have good listening, communication and observation skills

Be comfortable with close personal contact

Be caring and have a warm and friendly nature

Be fit enough to cope with an active job

Build positive, enabling and motivating relationships with your customers in order to support them in all aspects of daily living.

**5. Other**

Flexibility of working hours

Experience of Primary Care

Implement age appropriate group and individual activities and social events on a regular basis

A strong desire to make a difference to people lives