

Person Specification – Employment, Training & Skills

Support Worker

NEW WORTLEY COMMUNITY ASSOCIATION

**Qualifications required**

* Educated to Degree Level (desirable but not essential)
* Full, clean driving licence

**Experience required**

* Experience of working with health services, social care, welfare benefits, and employment support agencies
* Experience of working with ex-offenders (desirable but not essential)
* Experience of creating and developing networks needed to support the needs of clients
* Experience of raising aspirations, overcoming barriers and identifying solution to problems
* Experience of working in deprived communities
* Experience of facilitating group work, training and employment events

**Skills required**

* Wide understanding of the issues experienced by those living in poverty and with poor mental health
* Understanding of issues experienced by ex-offenders rehabilitating into the community (desirable)
* Excellent communication skills including the ability to influence and negotiate
* Good interpersonal skills with the ability to identify the needs of service users
* Sound nowledge of welfare benefits systems
* Ability to apply a creative, flexible and imaginative approach to working with people with a range of social issues or mental health issues
* Ability to empower clients, treating them with respect and dignity encouraging their involvement in individual plans
* Good observational skills
* Report writing and analytical skills
* Ability to remain patient/calm irrespective of the situation
* Understanding of Equality & Diversity and ability to challenge discriminatory behaviour
* Flexibility in work patterns
* Good IT Skills
* Ability to work as part of a team
* Ability to work with minimal supervision
* Highly organised with good time management skills

**Personal Qualities**

* Highly motivated to help other people
* Compassionate and empathetic
* Trustworthy and honest
* Approachable and friendly
* Flexibility in work patterns to meet project requirements
* Committed to self-development
* Positive advocate of New Wortley Community Association

**NWCA reserve the right to vary or amend the duties and responsibilities of the post holder at any time in accordance to the needs of the business**

**NWCA are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity to create a workforce that reflects the population of Leeds**

**A Disclosure and Barring Service (DBS) check against the Children’s and Vulnerable Adults barred list will be carried out on preferred candidates**