

APEX HOUSING ASSOCIATION

EMPLOYEE SPECIFICATION

POSITION: Senior Support Worker - Learning Disability

COMPLETED: September 2024

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS RELEVANT EXPERIENCE	<p>Must be currently registered with NISCC <u>or</u> must achieve registration within 6 months</p> <p>Have successfully completed Level 3 Diploma in Health and Social Care or Equivalent*</p> <p><u>AND</u></p> <ul style="list-style-type: none">• A minimum of 2 year's experience in a formal setting working in a support role with vulnerable adults with learning disabilities (either paid or unpaid).• Previous experience in administrative duties.• Previous supervisory experience <p>Must be willing to undertake and successfully complete:</p> <ul style="list-style-type: none">• Level 3 certificate in Learning Disability• Level 3 certificate in management	<p>A minimum of 3 year's experience in a formal setting working in a support role with vulnerable adults with learning disabilities (either paid or unpaid)</p>
SPECIALIST KNOWLEDGE/ TRAINING	<ul style="list-style-type: none">• Be able to demonstrate an adequate level of computer literacy	<p>Training previously conducted in the following areas:</p> <p>Adult Protection Personal Safety</p>

		First Aid Certificate Moving/Handling Techniques CIEH Level 2 Food Safety CIEH Level 2 Food Nutrition ECDL/CLAIT or alternative computer literacy certificate.
PERSONAL SKILLS Communication Leadership Administration Initiative Confidentiality	Ability to: Communicate effectively and establish and maintain good working relationships with the multidisciplinary team, tenants, visitors, colleagues, relatives, other departments and all levels of management. Manage a team of staff Use personal initiative. Manage personal/professional boundaries. Ability to motivate self and others Delegate effectively Read and understand written work, write clear and accurate reports/records. Prioritise workload Recognise change and respond to it. Maintain confidentiality.	

Empathy	Respect the unique working environment (tenants' home). Display empathy with tenants.	
DISPOSITION	Attitude which values vulnerable adults as having equal value to others, with the same right to be treated with respect. Flexible and adaptable to change. Willingness to share skills and hobbies. Willingness to accept instructions/direction. Committed to engaging in opportunities for professional development and learning	
CIRCUMSTANCES	Prepared to be flexible and available to work unsocial hours. Ability to carry out on-call on a rotational basis.	Mobile with full time access to a car (This criteria will be waved in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements)
PHYSICAL REQUIREMENTS	Ability to carry out night work, as required	

Completed application forms must be returned to
Personnel and Training Department
Apex Housing Association 10 Butcher Street, L'Derry, BT48 6HL

*For applicants who do not hold this qualification, they must have a minimum of 4 years' experience in a formal setting in a support role with vulnerable adults with Learning Disabilities (either paid or unpaid).

This essential criteria will be waived for learning disability qualified nurses or social workers.