

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION
SUPPORTED HOUSING**

RELIEF WARDEN

Criteria will be assessed via the submitted application form (A), and Interview (I)

	Essential	Desirable
Qualifications	1. Reasonable standard of general education (A)	
Experience	2. Experience of using a computer to send/receive email and update files (A, I)	a. Working in a care related environment (A)
Knowledge		
Personal Aptitudes and skills	3. The ability to keep confidential information (A, I) 4. Must be able to communicate effectively on a one to one basis and with a group of people (I) 5. Able to accurately record details of incidences involving residents (I) 6. Must be able to follow set procedures, relating to the use of, and testing, e.g. warden call and fire alarm systems (I)	
Disposition	7. Ability to work independently using own initiative (A, I) 8. Able to demonstrate impartiality (I) 9. Able to make decisions in stressful situations (I) 10. Must be sensitive to the needs of older people (I) 11. Ability to work co-operatively with others (I) 12. Must have a positive approach to team work and working with members of the public (I) 13. Must be alert to potential hazards (Health & Safety) (I) 14. Flexible approach to work (A, I)	
Other requirements	15. No criminal convictions (Rehabilitation of Offenders Act) (A, I) 16. Able to negotiate stairs (I) 17. Comply with the Council's Equalities and Diversity Policy (I)	

Updated Jan 2020