



Person specification			
Post title	Hospital Discharge Team Assistant Care Manager	Grade	Pay Band G
Service Area	Adult Social Care	Section/team	Adult Social Care

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	The ability to carry out simple effective person centred assessment of needs with clearly identified outcomes. To plan, co-ordinate and review support packages in a clear and imaginative way minimising risk to service users and carers.	E	A/I
S2	Knowledge of hospital discharge policy and pathways, home first principles, The Mental Health Act, The Mental Capacity Act and Deprivation of Liberty Safeguards in the context of adult service users.	E	A/I
S3	Knowledge of the Care Act 2014 and its implementation	E	A/I
S4	To have an understanding of the role of other agencies and skills to build relationships to the benefits of multi-agency working	E	A/I
S5	Ability to develop and maintain good working relationships with colleagues, service users and carers.	E	A/I
S6	Able to demonstrate good verbal and written communication skills.	E	A/I
S7	Demonstrate a personal commitment to continuous learning and development.	E	A/I
S8	Demonstrate a commitment to safeguarding and promote the welfare of	E	A/I

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	adults and their carers.		
S9	Ability to demonstrate excellent organisational skills and to prioritise and manage time effectively.	E	A/I
S10	Be aware of issues with regard to equal opportunities and anti discriminatory practice and to act accordingly.	E	A/I
S11	Ability to take advantage of, and use, information technology including LAS, and other systems.	E	A/I
S12	Ability to work flexibly	E	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	A/I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	A/I
P3	A demonstrable willingness to share information and work with other people.	E	A/I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	A/I
P5	Ability to understand and demonstrate a commitment to equality and diversity	E	A/I
P6	Ability to demonstrate a commitment to own professional development and that of other colleagues	E	A/I
P7	This post is designated essential/ Sessional car user therefore regular access to a car or equivalent mobility is required.	E	A/I
Communication			
C1	The Ability to communicate in a professional manner.	E	A/I
C2	The Ability to Communicate as part of a team.	E	A/I
Qualifications			
Q1	NVQ Level 3 in Health and Social Care or equivalent qualification	E	C

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Health and safety			
H1	Ability to use equipment as instructed and trained		

A = Application form C = Certificate E = Exercise I = Interview P = Presentation AC = Assessment Centre T = Test

Date	Approved by authorised manager	Designation
Sept 2022	Tracy Shone	ASC Integrated Service Manager

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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