

**PERSON SPECIFICATION
Housing Support Officer**

Area	Criteria	Essential	Desirable
Knowledge and Experience	Relevant Health and Social Care or Housing qualification or evidence of equivalent training and development in relevant areas	✓	
	Evidence of further personal development in the social care or housing sector		✓
	Experience of working with adults with learning disabilities and/or autism	✓	
	Minimum of GCSE in Maths and English	✓	
	Working knowledge of relevant Supported Housing legislation		✓
	Minimum of two years experience the care or housing sector		✓
	In depth knowledge of the Mental Capacity Act 2005 and Liberty Protection Safeguards		✓
Skills	Ability to motivate and co-ordinate a team including rota management	✓	
	Excellent written and verbal communication skills with ability to maintain accurate records	✓	
	Ability to organise, plan and prioritise work	✓	
	Computer literate with willingness to adopt new digital working practises	✓	
	Commitment to continuous improvement and personal development	✓	

Values and Attitude	Commitment to Person-Centred thinking and adoption of a Person-Centred approach	✓	
	Creative and Innovative with a commitment to enabling user-led services	✓	
	Willingness and ability to empower all the people we support, staff and volunteers	✓	
	Demonstrable ambition with the ability to challenge in advocating for the people we support	✓	
	Willingness to take and manage risks to ensure the best quality services for the people we support		✓
Work Circumstances	Positive attitude with ability to lead and work as part of a team	✓	
	Excellent time management	✓	
	Ability to work flexibly including working out of hours when required	✓	
	Full UK driving license		✓