

## **Person Specification - Adult Carers Adviser**

### **Experience, skills and knowledge:**

- Recognised qualifications in guidance (IAG), advice work or other relevant profession or experience in the relevant field.
- Experience of providing support to vulnerable adults/carers/ people with disabilities/other disadvantaged groups
- Knowledge of carers issues and awareness of legislation affecting carers and awareness of local services and networks available to carers and their families
- Understanding of project development and implementation (eg: setting objectives, delivering service, monitoring achievements, evaluating and reporting)
- Experience in partnership working / constructive liaison with relevant voluntary/statutory organisations and professional groups.
- Experience of assessing the needs of and working with people, to provide a person-centred support plan in line with their goals.
- An understanding of safeguarding and its requirements within North Yorkshire
- Understanding of the need for confidentiality, sensitivity and an empathic, supportive attitude
- Ability to use IT systems and electronic resources in the provision of advice, administrative support / some experience of inputting data on to a database, though training will be given
- Experience of working in the community, e.g. lone working, at place hub spaces and community venues
- Have excellent interpersonal skills and the ability to support clients using sensitive listening and questioning skills.

### **Personal Attributes:**

- Ability to travel across all area's independently by car (travel expenses will be paid)
- To be able to work remotely and independently, as well as working in a dynamic office base – this will require management of time to best suit the needs of the service.
- Excellent time management and the ability to prioritise workload under pressure.
- To be approachable, impartial, and non-judgemental in your approach to the delivery of CPY adult services.
- Ability to work in a team to ensure a positive working environment and be flexible and adaptable to the needs of the organisation and work requirements.
- A proactive approach and willingness to generate ideas, to develop the service to identify and support more unpaid carers and lonely and isolated people in the community.
- Willingness to undertake any relevant training to enhance the role.
- Able to be flexible in working hours and days – occasional work over evenings and weekends and public holidays will be required.
- Creative, enthusiastic, adaptable to changes relating to role and a striving to making the difference to clients we support.

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**Please note that you should complete your application form / covering letter considering that it will be scored against the attributes, skills and knowledge listed above.**

**If you are unable to directly meet any of the criteria, please explain more about any transferrable skills you might have that you think would be suitable to this role. It is important to give us as much information as possible about your skill set.**

**Any or all of the elements could be discussed further at interview stage.**