

Carer Development Worker (Substance Misuse)

PERSON SPECIFICATION

Criteria	Standard	Essential/ Desirable	Measured by:
Qualifications	Degree in Social Work, Health, Community Education or other relevant discipline	E	<i>Application Form</i>
	Certificate in Counselling Skills, or equivalent	D	<i>Application Form</i>
Knowledge and Experience	A good understanding of the particular needs and difficulties faced by carers of those with drugs and/or alcohol issues	E	<i>Application / Interview</i>
	Knowledge and experience of drug & alcohol issues and the recovery process	E	<i>Application / Interview</i>
	Experience of working directly with carers in a supportive role	E	<i>Application / Interview</i>
	Understanding and practical experience of implementing the principles of confidentiality	E	<i>Interview / References</i>
	Knowledge of community care issues	D	<i>Interview</i>
	Experience of carrying out assessments of needs with individuals	D	<i>Application / Interview</i>
Skills	Excellent communication skills – listening, written and verbal	E	<i>Application / Interview</i>
	Good organisational and time management skills	E	<i>Interview / References</i>

	Ability to be self-motivated and work independently	E	<i>Application / Interview</i>
	Ability to relate well with people	E	<i>Interview / References</i>
	Ability to act as a facilitator of training/group sessions	D	<i>Interview / References</i>
	Ability to use IT, including Office Outlook, Word, Excel and CRM databases	E	<i>Interview</i>
Personal Attributes	Tolerant and non-judgemental of others	E	<i>Interview / References</i>
	Organised approach to workload, excellent time management skills	E	<i>Interview</i>
	Warm, friendly and supportive approach	E	<i>Interview / References</i>
	Ability to work as part of a team as well as on own initiative	E	<i>Interview</i>
	Available to work flexible and unsociable hours	E	<i>Interview</i>
	Clean driving license and use of a car	E	<i>Application</i>