

**Rochdale Borough Council
Person Specification**

Service :	Economy & Place	Post:	Casual Accommodation Worker - Nights
Section :	Strategic Housing (People)	Post Number :	
Job Ref:		Grade:	4

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Essential criteria		How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1	Able and willing to work casual night shifts which include week days weekends and bank holidays, these will be offered on a service need basis.	I
2	Willingness to identify, undertake and actively participate in training and personal development activity	I
3	Willing and able to travel across the borough to cover at different buildings if necessary for service delivery	I
(b) Qualifications and Experience		
4	Good standard of numeracy and literacy	AF/I
5	Experience of working with people experiencing homelessness	AF/I
6	Experience of working in a residential environment	I
7	Experience of using IT systems.	I
8	Experience in handling money such as collecting and reconciling service charges.	I
(c) Skills and Knowledge		
9	To have sound knowledge of all issues relating to safeguarding children and vulnerable adults including taking appropriate and timely action to ensure the safety and welfare of vulnerable people using the service	I
10	Flexible approach / willingness to work outside traditional professional boundaries	I
11	Ability to clean and maintain rooms to a required standard so as to ensure that accommodation is available quickly and with minimum voids.	I
12	Good communication skills both written and oral	AF/I
13	Ability to liaise with a diverse range of service users and other agencies.	I

14	Ability to effectively organise own workload and to make appropriate decisions in the absence of senior officer.	I
15	Ability to access, interrogate and maintain electronic information systems, databases and files	AF/I
16	Ability to identify Safeguarding concerns and follow procedures to report them	AF/I
17	Ability to plan and prioritise work	
18	Ability to work as part of a team and without constant supervision	I
19	Be resilient, self motivated with a positive attitude and ability to progress matters to a conclusion.	I
20	Ability to meet with enthusiasm the authority's values as set out in the Rochdale Way	I
(d) Behaviours and Values		
19	<p>Our corporate behaviours -</p> <ul style="list-style-type: none"> • Pioneering and Open in our approach - we are ambitious for the people and place of Rochdale and will think creatively about how to deliver the best possible outcomes, working collaboratively with local people and partners. • Proud of the difference we make - we'll celebrate and share our achievements and act as ambassadors for the borough of Rochdale. • Passionate about the diversity of the borough - we love the diversity within our workforce and local communities and will strive for excellence in meeting their different needs and aspirations. <p>Please confirm you are willing to adhere to these values and behaviours in your role.</p>	I