

Hft Person Specification

As a Relief Worker for Hft you will be requested to cover shifts on an ad hoc basis. You are not an employee of Hft and remain a 'Worker' for the duration of each individual contract you undertake for Hft. Hft will give you an induction, support and training in the role of Relief Worker, but listed below are some key qualities that you should already have.

What you need to be a Relief Worker:

Must Haves:

- a good standard of written and spoken English
- the ability to maintain records accurately
- the ability to communicate effectively
- numerical skills – in order to keep records and provide advice to people about their money
- basic IT skills
- the ability to support people in a respectful way and in line with Hft's values
- the ability to work on your own and as part of a team
- self-motivation
- patience, reliability and trustworthiness

Nice to Haves:

- an understanding of health and safety and hygiene issues in the home
- a Diploma in Health and Social Care at level 2 or level 3
- an ability to do household tasks
- a full UK driving licence and willingness to drive Hft vehicles, as and when required

These key qualities were last reviewed in January 2014