

Outreach Worker - Person Specification



	Essential	Desirable
Experience	<p>Experience of keeping accurate computer based records</p> <p>Working in a professional setting</p> <p>Working with the public</p> <p>Knowledge of the New Forest area</p> <p>Full driving licence & access to a car</p>	<p>Working in the community</p> <p>Working in a hospital</p> <p>Working in an information provision environment</p> <p>Experience of multi-agency working</p>
Skills/knowledge	<p>Good overall oral and written communication skills</p> <p>Medium level IT skills</p> <p>Prepared to train & continue professional development</p> <p>Demonstrate initiative and imagination</p> <p>Commitment to problem solving</p> <p>Time management skills to manage a complex workload</p> <p>Can work to deadlines</p>	<p>Understanding of disability-related issues</p> <p>Knowledge of voluntary sector</p> <p>Awareness of New Forest Disability and its role</p> <p>Appropriate or associated qualifications</p> <p>Experience of organising, planning , evaluation and reporting on your own work</p> <p>Manage a case load</p>

Personal qualities	Essential	Desirable
	<p>Reliable and conscientious</p> <p>Ability to maintain confidentiality, tact and discretion</p> <p>Effective listening skills</p> <p>Socially aware; above average perceptiveness to best understand the unique situation of each client</p> <p>An understanding of diversity and equal opportunities</p>	<p>Good sense of humour</p> <p>Able to manage self-care with effective stress management strategies</p> <p>Flexible attitude</p> <p>The emotional and physical stamina to deliver excellent work under pressure at times</p>
	<p>Committed to equality of opportunity in its broadest sense</p> <p>Committed and responsible</p> <p>Interpersonal skills ie compassion, positivity and patience to build authentic relationships.</p> <p>Ability to work as part of a team and able to work alone and on own initiative</p>	