

**Person Specification**

**Keyworker (Better Off North Ayrshire Project)**

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| **Essential** | **Desirable** |
| * Experience of Case working, particularly with vulnerable individuals and using extensive knowledge of the Welfare System
* Experience of representing and negotiating on behalf of service users
* Experience of completing comprehensive income and expenditures with service users
* Experience of multi-agency partnership working
* High standard of numeracy and writing skills, with the ability to draft correspondence and reports
* Demonstrate an understanding of the ‘whole-person’ approach.
* Demonstrate an understanding of confidentiality
* A good attendance and timekeeping record
 | * Ability to identify own training needs
* Knowledge of local services
* Team player
* Pragmatic attitude
* Knowledge of housing and homelessness legislation
* Knowledge of, and ability to assimilate, the legislative framework informing money and debt advice
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