

## PERSON SPECIFICATION

### POST: HOME CARE WORKER/HOME HELP

Please ensure that you show **how** you meet the following requirements when completing your application form.

|    | ESSENTIAL REQUIREMENTS                                                                                                   | METHOD OF ASSESSMENT |
|----|--------------------------------------------------------------------------------------------------------------------------|----------------------|
|    | <b>PERSONAL ATTRIBUTES</b>                                                                                               |                      |
| 1. | A caring and compassionate approach to providing care and support                                                        | App form/Interview   |
| 2. | Empathy for people in need of care and support                                                                           | App form/Interview   |
| 3. | Commitment and willingness to learn and to seek guidance where needed                                                    | App form/Interview   |
| 4. | Excellent time keeping, reliability and organisational skills                                                            | App form/Interview   |
|    | <b>KNOWLEDGE AND UNDERSTANDING</b>                                                                                       |                      |
| 1. | A general awareness of the issues facing older people                                                                    | App form/Interview   |
| 2. | An awareness of the needs of people who require care and support                                                         | App form/Interview   |
| 3. | An understanding of the importance of confidentiality in relation to the role                                            | App form/Interview   |
|    | <b>SKILLS AND EXPERIENCE</b>                                                                                             |                      |
| 1. | Skills in everyday household tasks                                                                                       | App form/Interview   |
| 2. | Ability to produce accurate written information relating to care plans/records                                           | App form/Interview   |
| 3. | Simple numeracy skills                                                                                                   | App form/Interview   |
| 4. | Ability to listen and to communicate effectively with people at all levels                                               | App form/Interview   |
| 5. | Ability to establish and maintain professional working relationships                                                     | App form/Interview   |
| 6. | Ability to provide care and support in a way that promotes the independence, dignity, choices and privacy of our clients | App form/Interview   |

|                             |                                                                                                               |                             |
|-----------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------|
| 7.                          | Ability to respond flexibly to the changing needs of clients                                                  | App form/Interview          |
| 8.                          | Ability to work as part of team or using own initiative                                                       | App form/Interview          |
| 9.                          | Ability to adhere to an organisation's policies, procedures and instructions                                  | App form/Interview          |
| <b>GENERAL REQUIREMENTS</b> |                                                                                                               |                             |
| 1.                          | Commitment to respecting and upholding the rights of our clients                                              | App form/Interview          |
| 2.                          | A commitment to anti-discriminatory practice and to upholding the values of equality and diversity            | App form/Interview          |
| 3.                          | Willingness to undertake training and to meet statutory training requirements.                                | App form/Interview          |
| 4.                          | Willingness to participate in supervision and team meetings                                                   | App form/Interview          |
| 5.                          | Own transport essential                                                                                       | App form/Interview          |
| <b>DESIRABLE CRITERIA</b>   |                                                                                                               | <b>METHOD OF ASSESSMENT</b> |
| 1.                          | Diploma in Health and Social Care L2 or willingness to achieve within 12 months (applicable to personal care) | App form/Interview          |
| 2.                          | Experience of supporting people with personal care and support tasks (applicable to personal care)            | App form/Interview          |
| 3.                          | Appropriate experience (either formal or informal) of helping individuals with the tasks of daily living      | App form/Interview          |
| 4.                          | Working knowledge of health and safety in relation to the role                                                | App form/Interview          |
| 5.                          | Knowledge of how to recognise abuse and safeguarding procedures                                               | App form/Interview          |
| 6.                          | The ability to work flexibly                                                                                  | App form/Interview          |

Ref: HR/PersSpec/HH/HCWJan14/AdmendedDec14/AmendedJan2017