

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
	PERSONAL ATTRIBUTES	
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
	KNOWLEDGE AND UNDERSTANDING	
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
	SKILLS AND EXPERIENCE	
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
GENERAL REQUIREMENTS		
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
DESIRABLE CRITERIA		METHOD OF ASSESSMENT
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