

## PERSON SPECIFICATION

Assistant Manager-Home Care

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### **Applicants should be able to demonstrate that they have the following primary requirements.**

- a. Honesty and integrity and a commitment to the mission of Age Concern including its Equal Opportunities policies.
  - b. Ability to communicate simply and effectively orally and in writing, with people from a wide range of backgrounds, to understand the needs (often unspoken) of frail, older people and their carers, and to respond to those needs with sensitivity.
  - c. Ability to work under pressure as a team member with self-assurance, self-confidence and a sense of humour, and to provide a cheerful and positive environment within which the wellbeing of Users can be promoted.
  - d. Full drivers licence and access to own transport
  - e. A willingness to obtain a Formal Education qualification in Care.
  - f. 12 months experience of managing or supervising staff and volunteers.
  - g. 12 months experience of working with older people in a community or residential setting.
  - h. Knowledge and experience of Health and Safety regulations.
  - i. An understanding of the current Key Legislation and its impact on the development of Age Concern Manchester's Care Services.
  - j. Experience of administrative procedures including the control of financial payments.
  - k. Ability to liaise in a professional manner with other agencies.
  - l. Ability to plan, implement and continually monitor a Package of Care for the individual client.
  - m. A strong commitment to developing staff training programmes.
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### **Preference will be given to candidates that can also demonstrate some or all of the following skills and experience:**

- m. National Vocational Qualification Level 3/4 in Care (or equivalent).
- n. Knowledge and experience of Mental Health issues and of Old Age Psychiatry
- o. Proficient in the use of primary components of Microsoft Office and some knowledge and experience in electronic monitoring of care services.
- p. Knowledge and experience of administering First Aid.
- q. A healthy personal lifestyle and attitude, able to set a good example to others. All other things being equal, non-smokers will be given preference.