

AGE UK Stafford & District**PERSON SPECIFICATION****POST: CARE ASSISTANT**

	Essential	Desirable	How Assessed
Qualifications Good basic education-5 GCSE's Including Maths and English NVQ 2 in Care	 √ √		 Application Form/ Certificates
Experience Working with older people with complex mental health needs Experience of working within a team. Support relatives and friends during visits to the care setting	 √ √	 √	 Application Form References/Interview Application Form References/Interview Application Form References/Interview
Skills An ability to communicate effectively. The ability to relate positively to clients, their carers and professionals. To assist in the provision of needs-led activities Use effective communication skills for the benefit of service users and their carers	 √ √ √	 √	 References/Interview References/Interview Application form Application form References/Interview

Demonstrate good organisational, time management, numeracy skills	√		References/Interview
Knowledge			
To demonstrate knowledge and understanding of a wide range of service users needs	√		References/Interview
To ensure all Age UK Stafford & District policies and procedures are followed	√		References/Interview
Work within the framework of the Health & Safety at Work Act	√		Application form References/Interview
Other			
Demonstrate a commitment to the development of the services	√		Application form References/Interview
A commitment to Equal Opportunities and Anti Discriminatory practice	√		Application form References/Interview
Be actively involved in implementing client centre care plans and maintaining records		√	Application form Interview
Ability to drive		√	Application form