

## Person Specification

Post No	V-CC-PDR99	Designation:	Relief Care Assistant	Department:	Social Services
Section:	Adult Services-Residential	Completed By:	M. Jenkins	Date:	

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> <li>Experience of providing person centred personal care, support with acts of daily living and emotional support to vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>Working in a residential setting for older people</li> <li>Working with people with physical disabilities or a dementia and behaviour that challenges</li> <li>Recording, care planning, risk assessment, administration of medication, manual handling</li> <li>Working to care plans, risk assessments, policies and procedures</li> <li>Customer service</li> </ul>	Application Form Interview References

		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
2.	<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic understanding of the principles of care and core values</li> <li>• Basic understanding of adult protection</li> <li>• Basic understanding of the needs and aspirations of older people, and older people with a dementia</li> <li>• Basic understanding of Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Basic understanding of the Social Care Code of Conduct and National Standards-Regulations</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>
3.	<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively both verbally and in writing</li> <li>• Ability to identify hazards ,minimise risk and make decisions</li> <li>• Ability to work in stressful situations</li> <li>• Ability to work with stressed or anxious people and people that challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Non-verbal communication skills</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>
4.	<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and work toward a professional vocational qualification</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE English</li> <li>• ICT skills</li> <li>• NVQ/QCF Level 2 in Health and Social Care or equivalent</li> <li>• Relevant training i.e. Manual Handling, Food Hygiene, Infection Control, First Aid, POVA</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>

		Essential	Desirable	Ascertained by
5.	<b>Attitude and motivation</b>	<ul style="list-style-type: none"> <li>• Self- awareness and ability to identify, assess, and respond appropriately to the emotions of oneself, of others, and of groups</li> <li>• An active team player but able to work on own initiative</li> <li>• Flexible attitude to shift work and rotas</li> <li>• Commitment to professional development and to attend meetings and training events outside of rota hours</li> <li>• Commitment to undertake care practise in accordance with policies, procedures, regulations, standards, guidance and the social care code of conduct</li> </ul>		<p>Application Form</p> <p>Interview</p> <p>References</p>
6.	<b>Other (please specify)</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and anti-discriminatory practise</li> <li>• Commitment to confidentiality</li> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Casual car user rate will apply if is deemed necessary by the Council/your manager for you to use your own car.</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>