



Frances Taylor Foundation

DIGNITY AND RESPECT FOR THE INDIVIDUAL



PERSON SPECIFICATION

Job title: Health Care Assistant

Service/Location: Maryville

Attribute Heading	Essential	Desirable	Method of Assessment
Work experience / knowledge	<p>Experience in in a care and support or similar environment</p> <p>An understanding of the needs of older people/learning Disabilities</p> <p>An understanding of person centred planning and working</p>	Experience of working in the charity sector	Application letter and interview
Education/ Qualifications		NVQ/QCF level 2 in Health & Social Care	Application form and copy of certificates
Skills and Abilities	<p>Experience of supporting people in a way that promotes independence, choice, dignity and privacy.</p> <p>Ability to communicate effectively with service users, family members and other professionals</p> <p>Excellent communication (verbal and written) skills</p> <p>Good administrative skills</p> <p>Ability to work with confidence</p>	<p>Familiar with the use of Microsoft Word, Excel and PowerPoint</p> <p>Report writing, presentation and speaking skills.</p>	Application letter and interview

	<p>and on own initiative.</p> <p>Ability to work calmly to time schedules under pressure.</p>		
Disposition and Attitude	<p>Commitment to care and support for the individual and valuing people in line with the ethos of the charity</p> <p>Positive attitude.</p>		Interview
Other Factors	<p>Willingness to work flexibly to meet the needs of the service users</p> <p>Able to work to a rota pattern, work unsociable hours including weekends</p> <p>Requires energy and enthusiasm</p>	Valid UK driving license	Interview